Mazda Core Bloc – User Manual

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INTRODUCTION

Welcome to the new, enhanced Mazda Corebloc system -- a new "logistics" approach to handling all your core needs.

This new system will allow you to track your valuable core returns from start to finish at just one point of contact. The system is designed with you, the dealer in mind. From functionality to results, you will be pleased each time you process core items.

The new Corebloc system provides for:

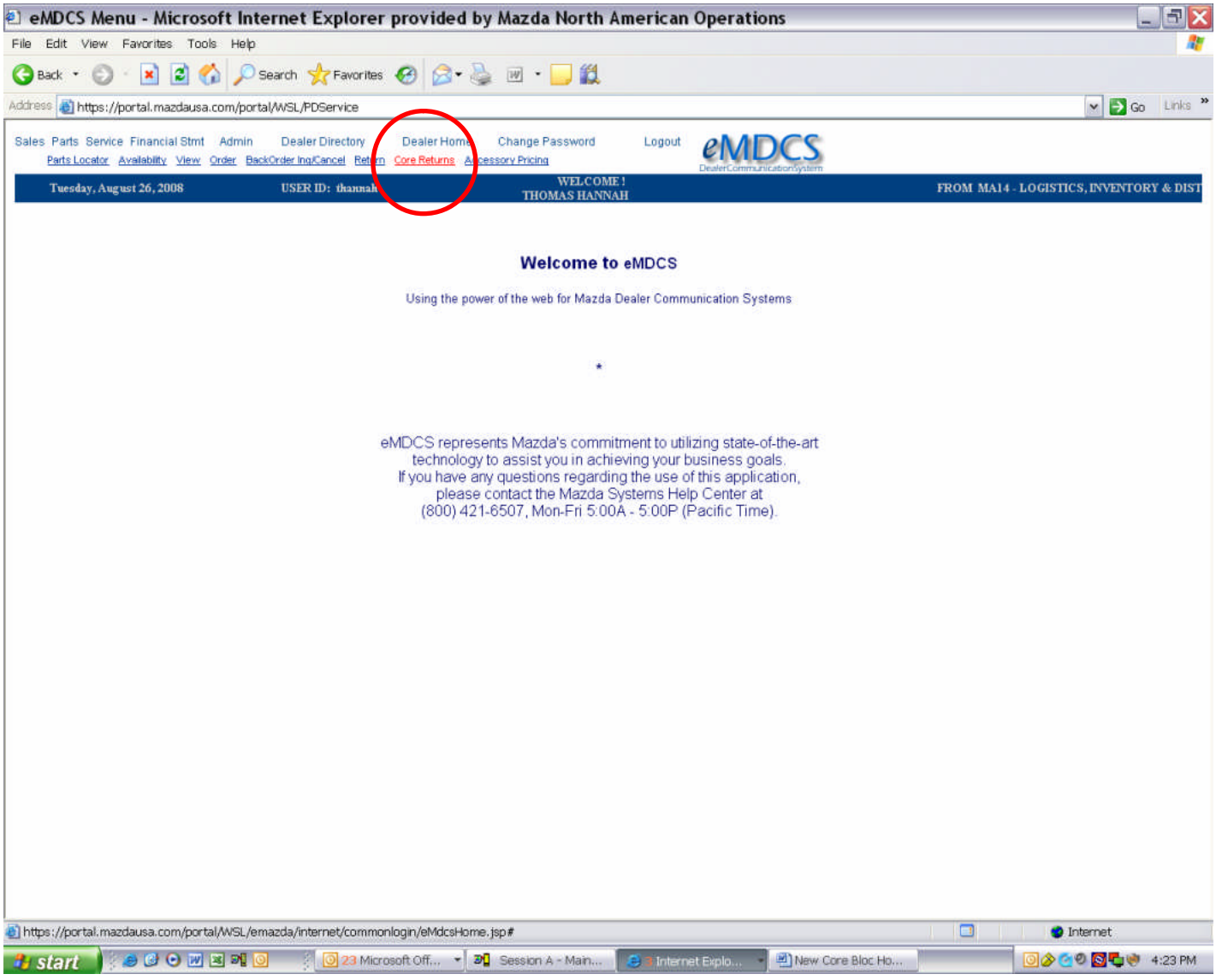
- Centralized processing for all core return activity – light and heavy – within one system
- Automated shipment creation – you just select part numbers, the system decides on what shipment to place them
- Systemized core destination – the system will decide where the core material is shipped for you – you no longer have to look it up or decide yourselves
- Automated BOL and core document printing
- Link to carrier tracking and shipment web pages
- Complete tracking of core shipment returns, from shipment to receipt to core credit status – plus the ability to include and view photos of any core returned that does not pass inspection
- Many other exciting new features!

This manual is provided to walk you through each step of the core return process, with screen shots and easy to understand instructions. The manual will be available for reference as you become more familiar with the process and as a training tool for your associates.

SECTION I: LOGIN

Procedure: Dealer Login

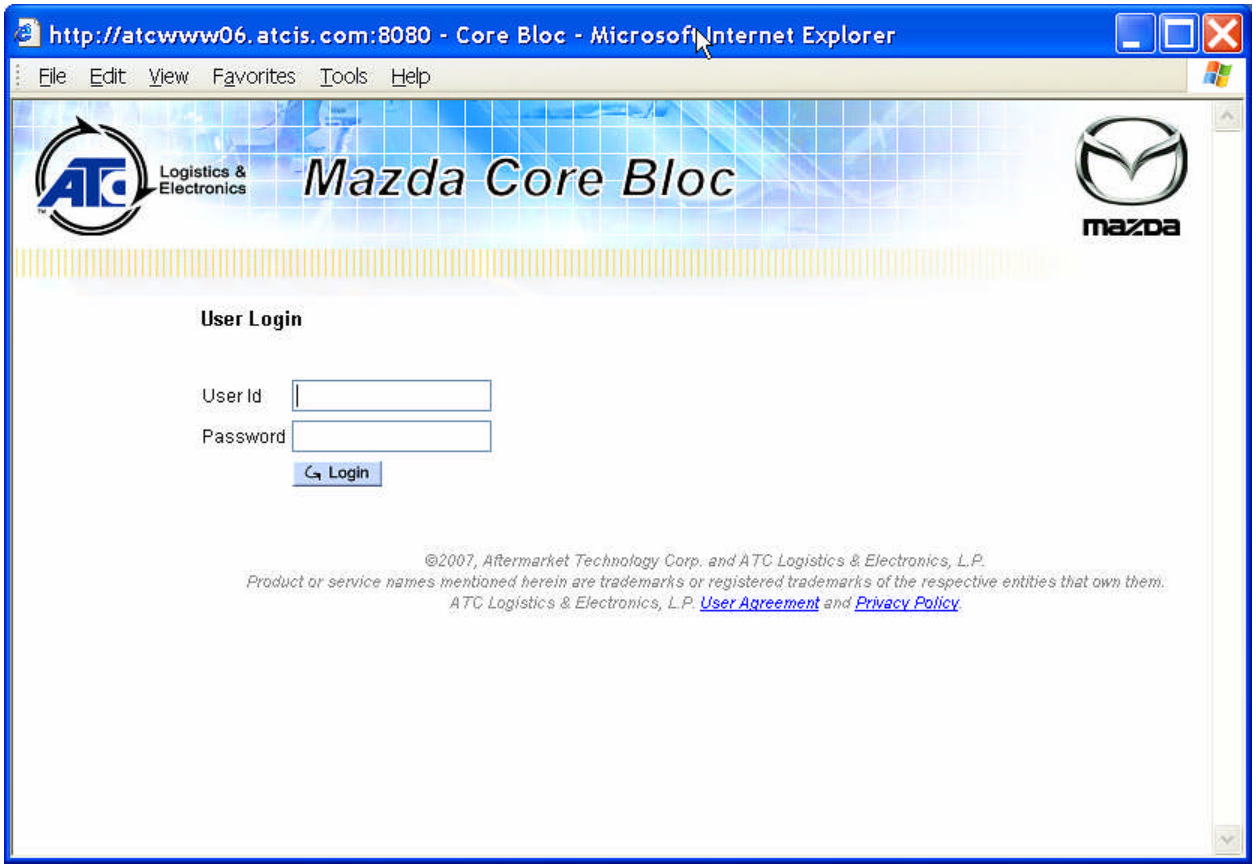
Dealers will log in to Core Bloc through Mazda's eMDCS → Parts screen, by clicking on the <Core Returns> tab. This will take the dealer directly to his Core Bloc home page.


eMDCS Menu - Microsoft Internet Explorer provided by Mazda North American Operations
File Edit View Favorites Tools Help
Back Search Favorites
Address https://portal.mazdausa.com/portal/WSL/PDService
Go Links
Sales Parts Service Financial Stmt Admin Dealer Directory Dealer Home Change Password Logout
Parts Locator Availability View Order BackOrder Inq/Cancel Return Core Returns Accessory Pricing
eMDCS
DealerCommunicationSystem
Tuesday, August 26, 2008
USER ID: thannah
WELCOME !
THOMAS HANNAH
FROM MA14 - LOGISTICS, INVENTORY & DIST
Welcome to eMDCS
Using the power of the web for Mazda Dealer Communication Systems
eMDCS represents Mazda's commitment to utilizing state-of-the-art technology to assist you in achieving your business goals.
If you have any questions regarding the use of this application, please contact the Mazda Systems Help Center at (800) 421-6507, Mon-Fri 5:00A - 5:00P (Pacific Time).
https://portal.mazdausa.com/portal/WSL/emazda/internet/commonlogin/eMdcsHome.jsp#
Internet
start
23 Microsoft Off...
Session A - Main...
3 Internet Explo...
New Core Bloc Ho...
4:23 PM

Procedure: Region / District / Vendor Login

1. From the Core Bloc "Log In" screen, type in User Name and Password. Login will determine status of user (Administrator, Dealer, Region or District)
2. User name and passwords are not case sensitive

3. User name and password are the same, unless the user changes his or her password in the Core Bloc "My Data" screen.


http://atcwww06.atcis.com:8080 - Core Bloc - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Logistics & Electronics
Mazda Core Bloc
mazda
User Login
User Id
Password
Login
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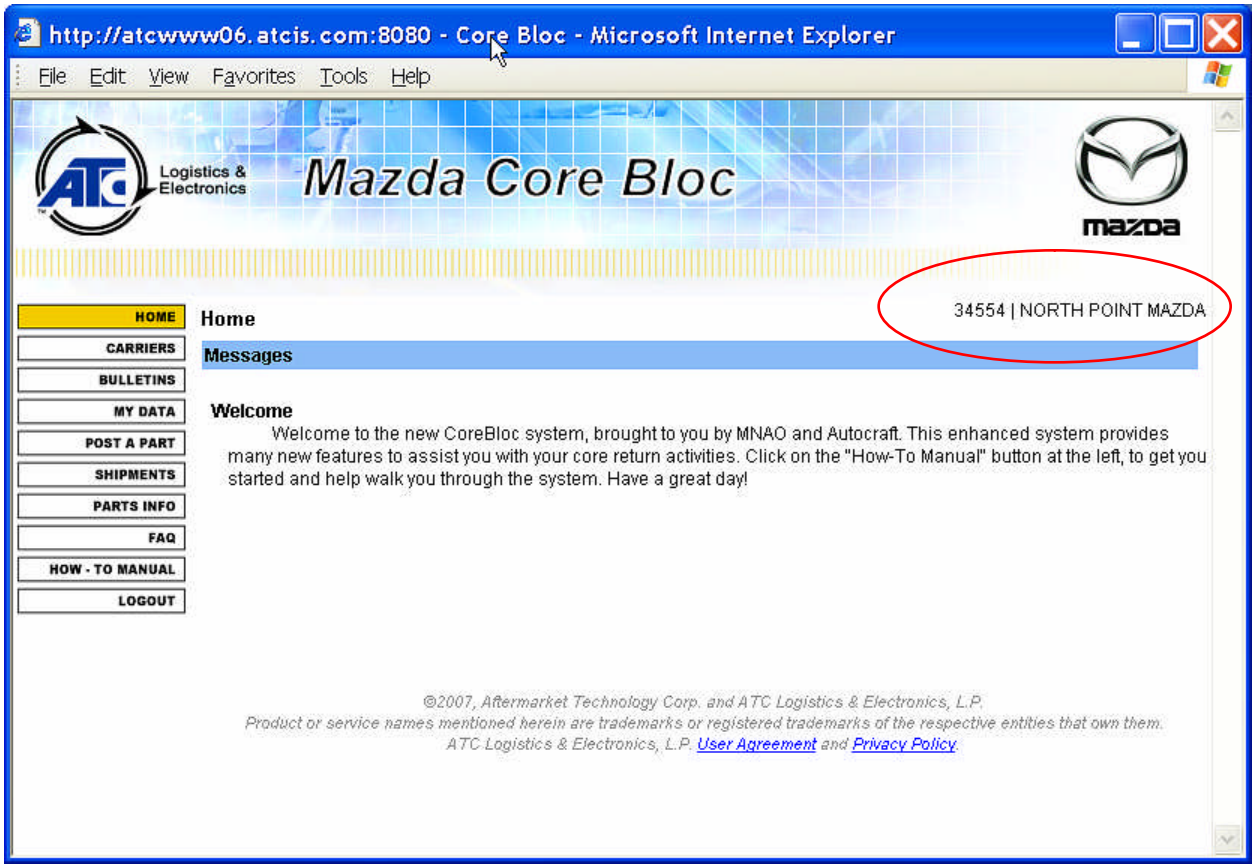
4. Dealer Menu
   The main screen contains any messages from the administrators; the Dealer Login | Dealer Name | Dealer Number, at the right side of the screen; and the main menu along the left side of the screen.


http://atcwww06.atcis.com:8080 - Core Bloc - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Logistics & Electronics
Mazda Core Bloc
mazda
34554 | NORTH POINT MAZDA
HOME
CARRIERS
BULLETINS
MY DATA
POST A PART
SHIPMENTS
PARTS INFO
FAQ
HOW - TO MANUAL
LOGOUT
Home
Messages
Welcome
Welcome to the new CoreBloc system, brought to you by MNAO and Autocraft. This enhanced system provides many new features to assist you with your core return activities. Click on the "How-To Manual" button at the left, to get you started and help walk you through the system. Have a great day!
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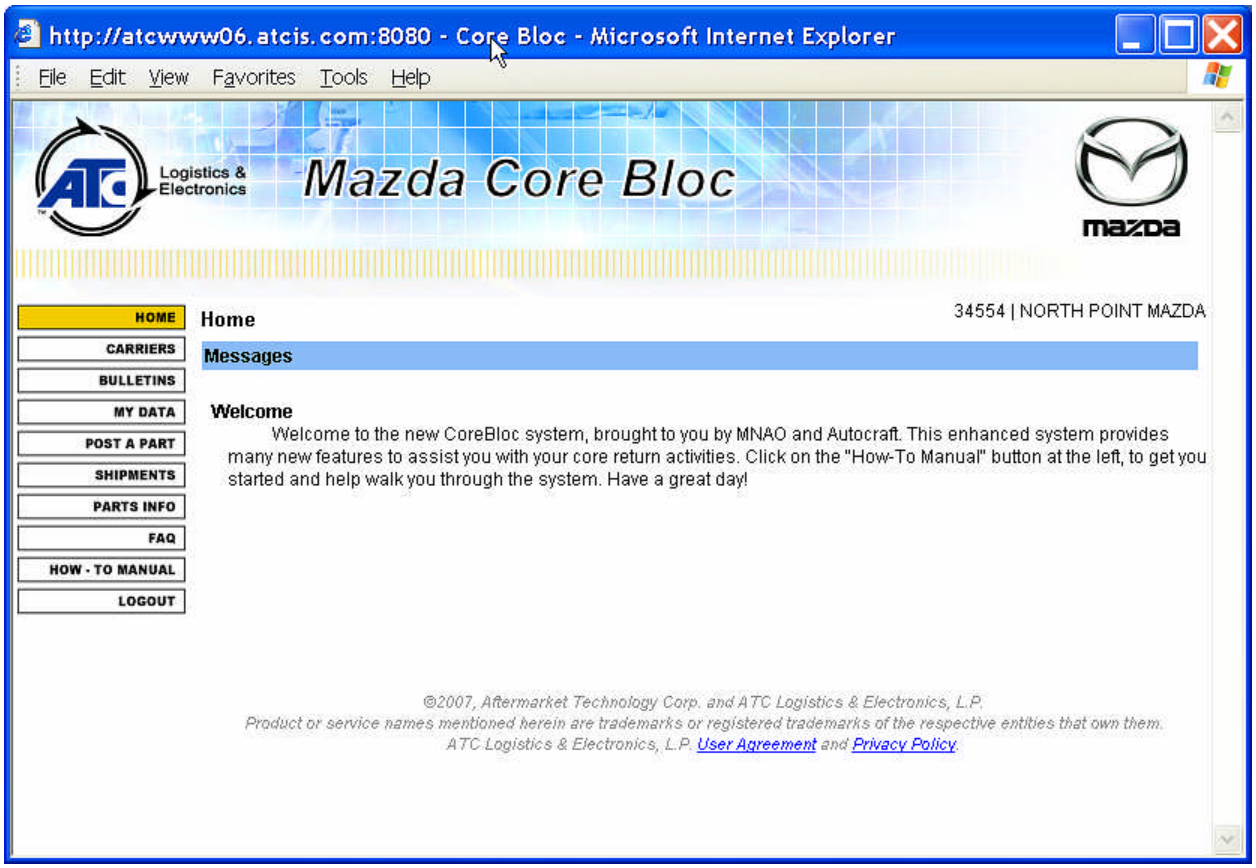
5. Dealer Menu synopsis
    - HOME -Returns user to the initial Messages screen
    - CARRIERS - Information page with carrier details
    - BULLETINS - Information on bulletins; can be searched by keywords or bulletin number
    - MY DATA - Dealer can view their information, add or update contacts or change their password
    - POST A PART - (First step in the shipping process) Adds parts to shipments
    - SHIPMENTS - Used to find shipments, correct shipments, add packages to shipments, ship shipments, add tracking numbers and print BOL with supporting shipping documents
    - PARTS INFO - Displays detailed part information; can be searched by part number prefix
    - FAQ - Used to find answers to common questions
    - HOW – TO MANUAL - User manual for application
    - LOGOUT Exits application


http://atcwww06.atcis.com:8080 - Core Bloc - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Logistics & Electronics
Mazda Core Bloc
mazda
HOME
CARRIERS
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34554 | NORTH POINT MAZDA
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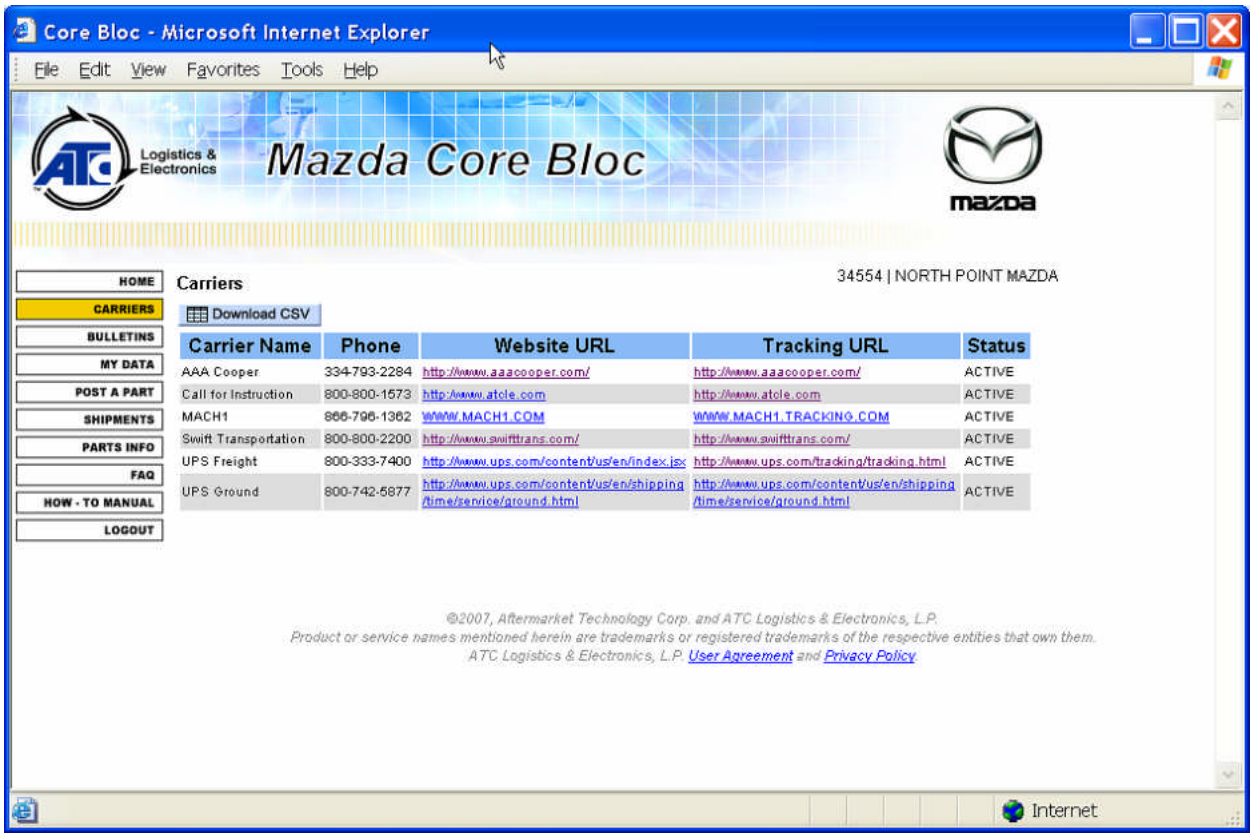
SECTION II: DEALER MENU OPTIONS

Procedure: Carriers

- On the left navigation bar, click on the <Carriers> button.
  - This page contains hyperlinks to carrier websites and their tracking pages.
  - Only carriers displayed on this page are authorized for core return
- The <Download CSV> button is used to download the list of carriers to Excel


Core Bloc - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Logistics & Electronics
Mazda Core Bloc
mazda
HOME
CARRIERS
BULLETINS
MY DATA
POST A PART
SHIPMENTS
PARTS INFO
FAQ
HOW - TO MANUAL
LOGOUT
Carriers
34554 | NORTH POINT MAZDA
Download CSV
Carrier Name | Phone | Website URL | Tracking URL | Status
AAA Cooper | 334-793-2284 | http://www.aaacooper.com/ | http://www.aaacooper.com/ | ACTIVE
Call for Instruction | 800-800-1573 | http://www.atcle.com | http://www.atcle.com | ACTIVE
MACH1 | 866-796-1362 | WWW.MACH1.COM | WWW.MACH1.TRACKING.COM | ACTIVE
Swift Transportation | 800-800-2200 | http://www.swifttrans.com/ | http://www.swifttrans.com/ | ACTIVE
UPS Freight | 800-333-7400 | http://www.ups.com/content/us/en/index.jsx | http://www.ups.com/tracking/tracking.html | ACTIVE
UPS Ground | 800-742-5877 | http://www.ups.com/content/us/en/shipping/time/service/ground.html | http://www.ups.com/content/us/en/shipping/time/service/ground.html | ACTIVE
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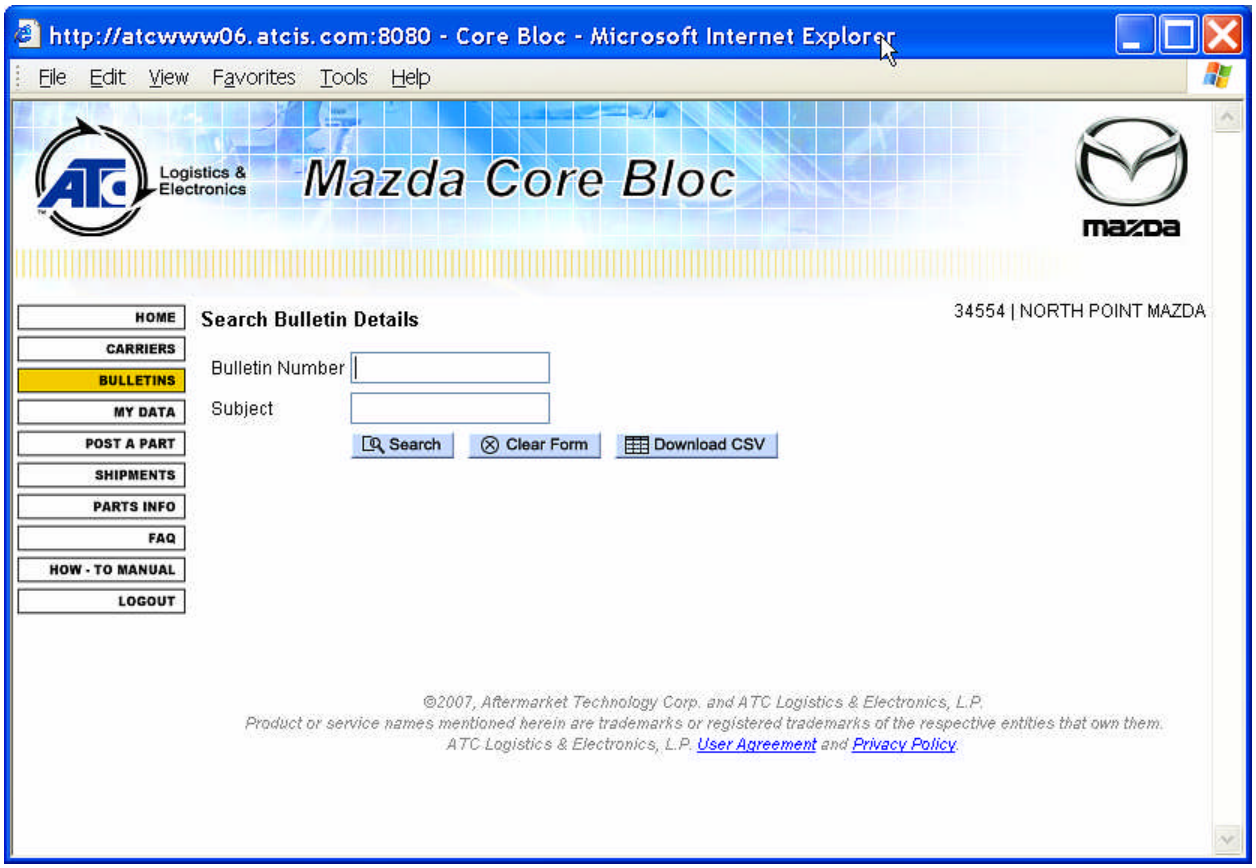
Internet

Procedure: Bulletins

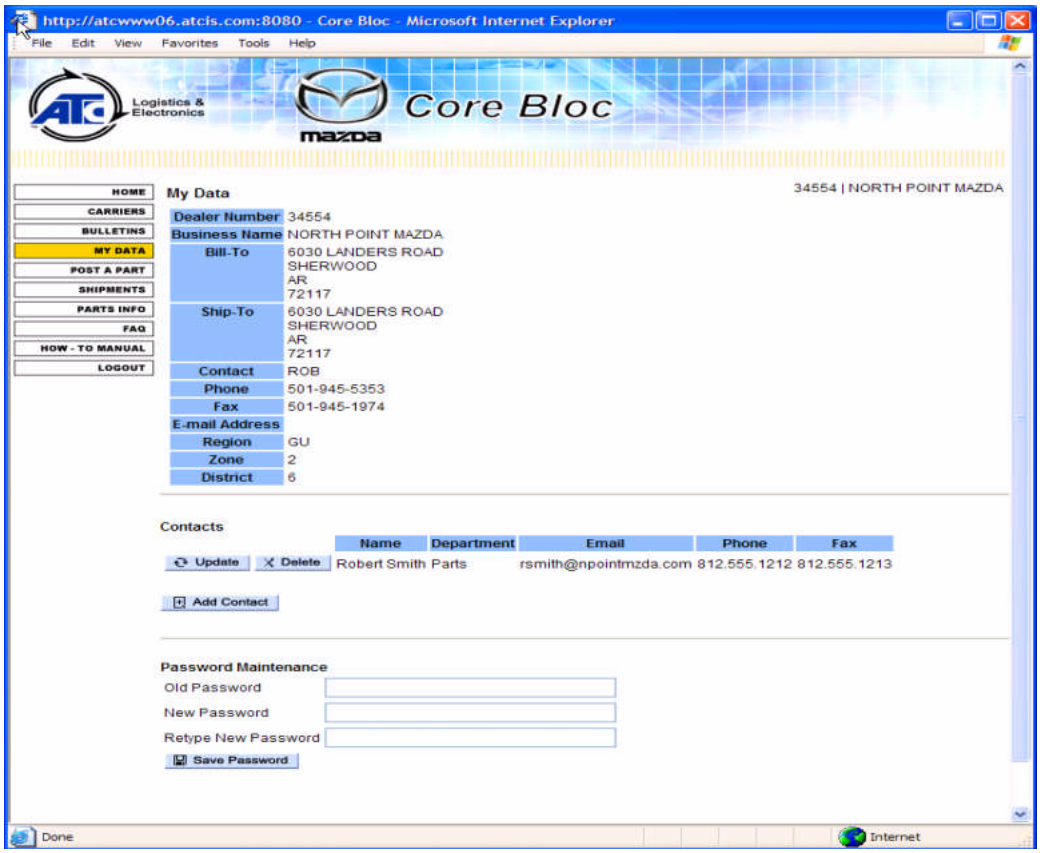
- On the left navigation bar, click on the <Bulletins> button
- There are multiple ways to search for Bulletins:
  - Click on *Search* button, without any criteria selected, to get a list of all bulletins
  - In the Bulletin Number box, type in the EXACT bulletin number
    - Press "Enter" or click the <Search> button
  - In the Subject box, type in a portion of the bulletin subject
    - Press "Enter" or click the <Search> button
- Click on <Bulletin Number> link to view bulletin summary
  - Click the <View Bulletin> button
    - The bulletin is displayed as a .pdf file in a separate window
    - Complete bulletin can be viewed or printed
    - From the Menu, click <File> then <Close> to exit the window
  - Click the <Back to Search Results> button to return to previous search results
- The <Clear Form> button is used to erase any search parameters previously entered
- The <Download CSV> button is used to download the list of bulletins to Excel.



Procedure: My Data

- On the left navigation bar, click on the <My Data> button
- This page is used to view dealer information that is on file, add or update contacts or change password.
  - Dealer base information can only be changed by Mazda. Errors in the base information should be reported to the Mazda Dealer Assistance Group for corrections to its Dealer Master File and to this web site.
  - All user Ids are set by the system administrator. If you have a request to add or update a user for your dealer, contact the Mazda Dealer Assistance Group at 877-727-6626, Option 2
- To add a contact
  - Click the <Add Contact> button
  - Enter the contact information
  - Email address has minimal format checking, all other fields are free form
  - To keep the information entered, click the <Save Contact> button
  - To cancel information entered, click the <Cancel> button

- To update a contact, in the Contact section:
  - Click on the <Update> button next to the contact whose information is to be changed
  - Enter new information
  - To keep the information entered, click the <Save Contact> button
  - To cancel information entered, click the <Cancel> button
- To delete a contact, in the Contact section:
  - Click on the <Delete> button next to the contact whose information is to be deleted
  - Click the <OK> button to confirm deletion
  - To cancel deletion, click the <Cancel> button



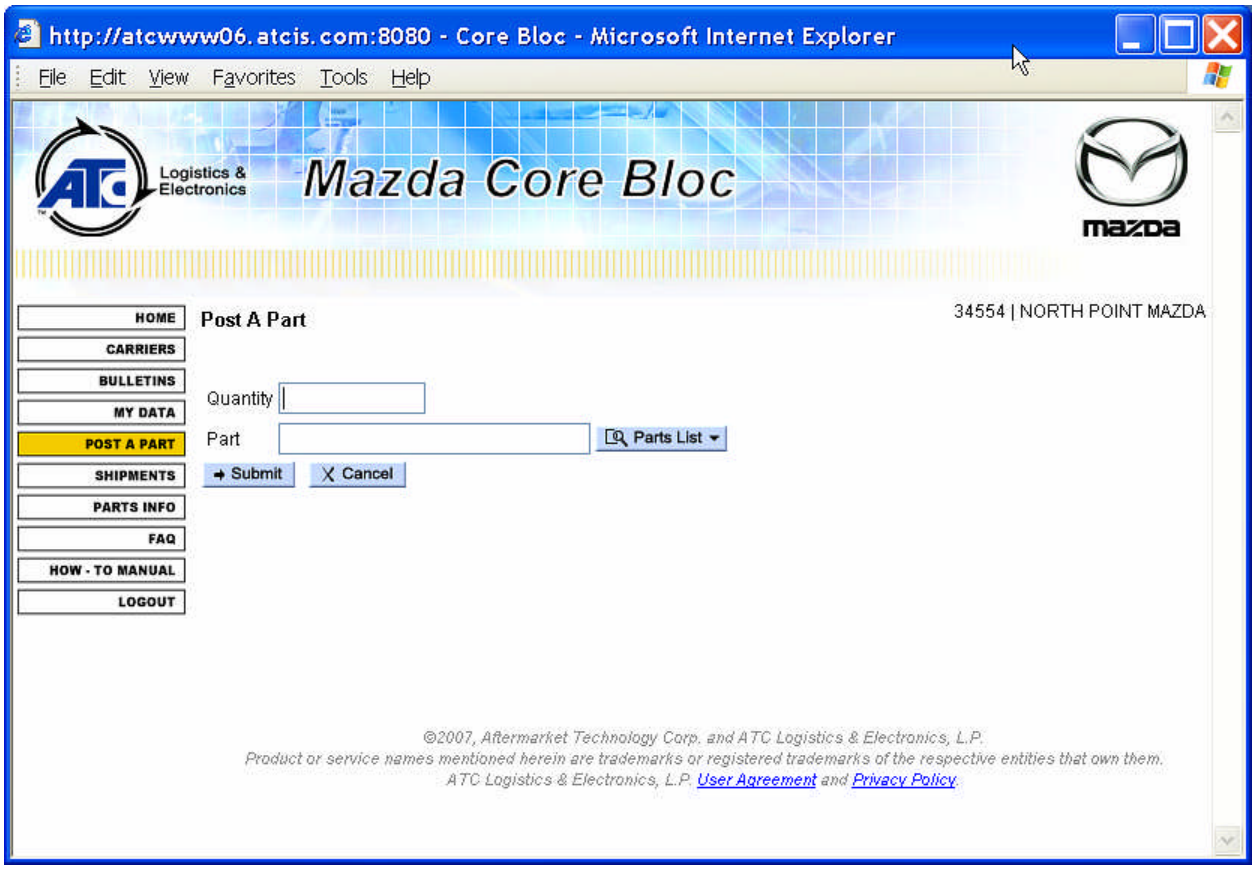
- To change your password, in the Password Maintenance section:
  - Enter your current password in the *Old Password* box
  - Enter your new password in the *New Password* box
  - Re-enter your new password in the *Retype New Password* box
  - Click the <Save Password> button

Procedure: Post a Part

"Post a Part" is the first step in creating your core shipment. This step allows you to build your shipment as you accumulate core. It's simple – enter a quantity, select a part number, include VIN (if required) – you're done! Core Bloc applies your part to an existing shipment going to the same destination, or creates a new shipment for you.

The Post a Part step provides flexibility and accuracy while building your shipments. After you've completed posting your core parts, you're ready to proceed to step two: Shipments (page 15).

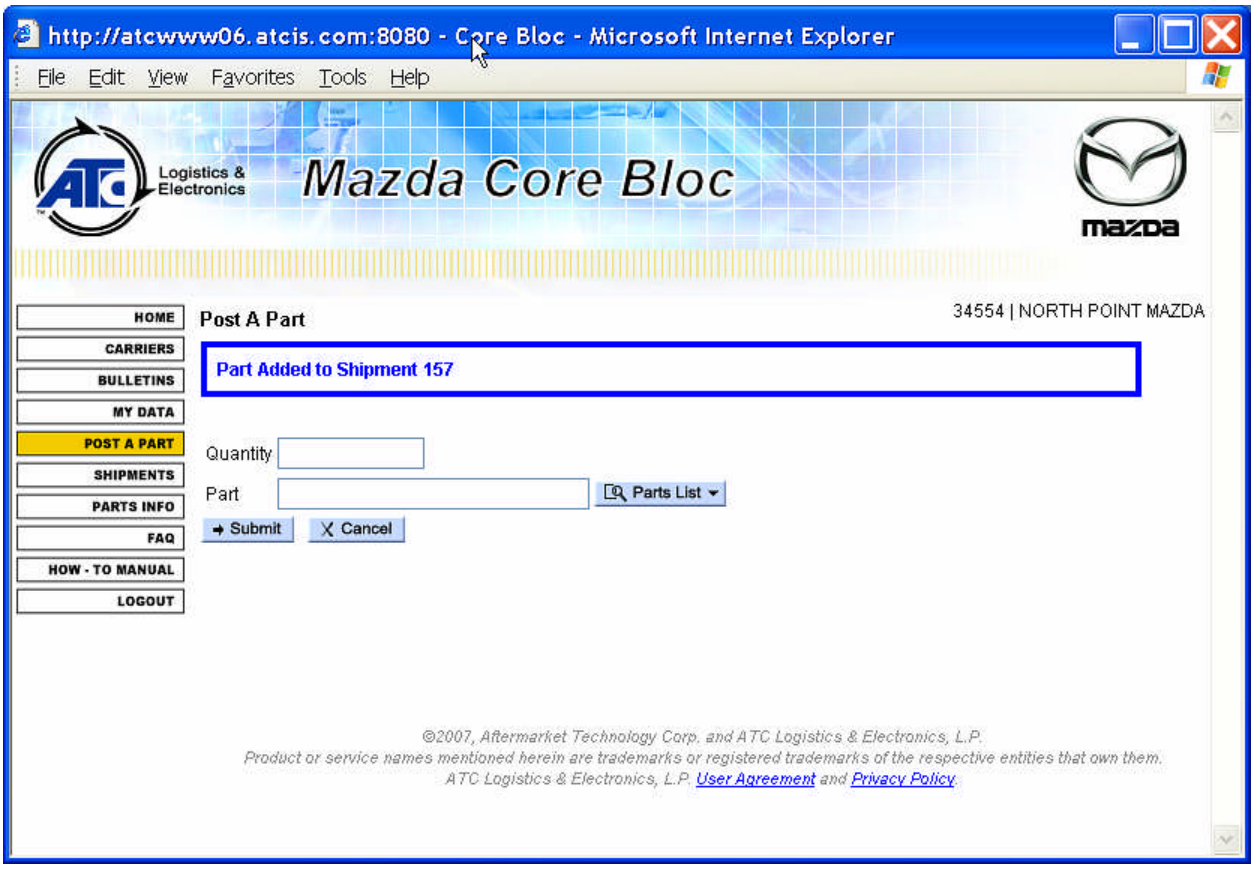
1. On the left navigation bar, click <Post a Part>



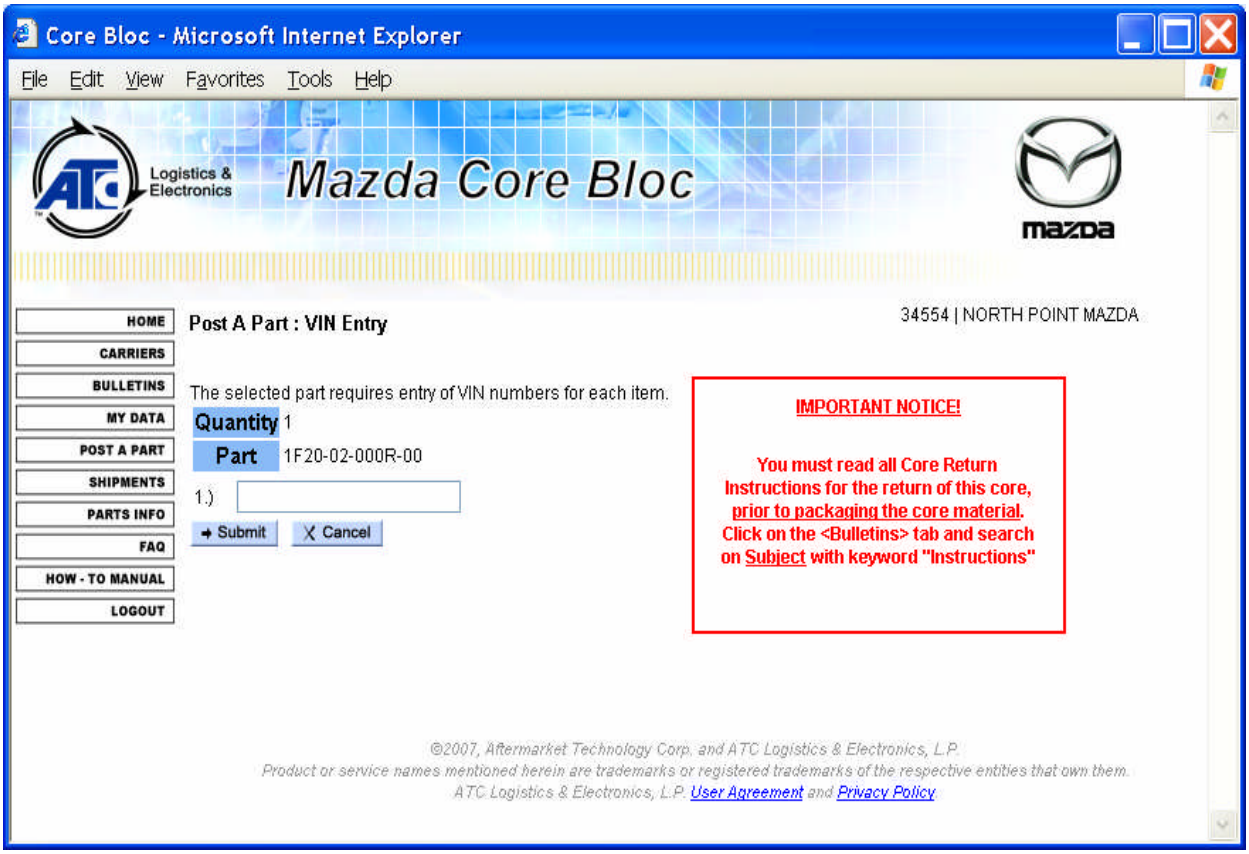
2. In the *Quantity* box, enter the quantity of this part to be returned
3. In the *Part* box
    a. Input the any portion of the part number or part description, or enter the complete part number
    b. Click the <Parts List> button to choose from a list of parts numbers
4. Click <Submit>

a. Part is added to open shipment of the same core vendor destination, or a new shipment is created
b. If an engine or transmission core is being returned, VIN is required. The Post a Part: VIN Entry screen will be displayed
    i. Enter the 17 digit VIN for each engine or transmission
    ii. Click <Submit> button to add part to shipment
    iii. Click <Cancel> button to cancel addition of part.

5. The Post A Part screen is refreshed, showing the Shipment to which the part was added
    a. Additional parts can be added at this time
6. Once part entry is complete, choose any other option on the left navigation bar to get out of the Post a Part screen



Post a Part: VIN Entry Screen. ***This screen appears only if the part added is an Engine or a Transmission***


Core Bloc - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Logistics & Electronics
Mazda Core Bloc
mazda
HOME
CARRIERS
BULLETINS
MY DATA
POST A PART
SHIPMENTS
PARTS INFO
FAQ
HOW - TO MANUAL
LOGOUT
Post A Part : VIN Entry
34554 | NORTH POINT MAZDA
The selected part requires entry of VIN numbers for each item.
Quantity 1
Part 1F20-02-000R-00
1.)
Submit
Cancel
IMPORTANT NOTICE!
You must read all Core Return Instructions for the return of this core, prior to packaging the core material. Click on the <Bulletins> tab and search on Subject with keyword "Instructions"
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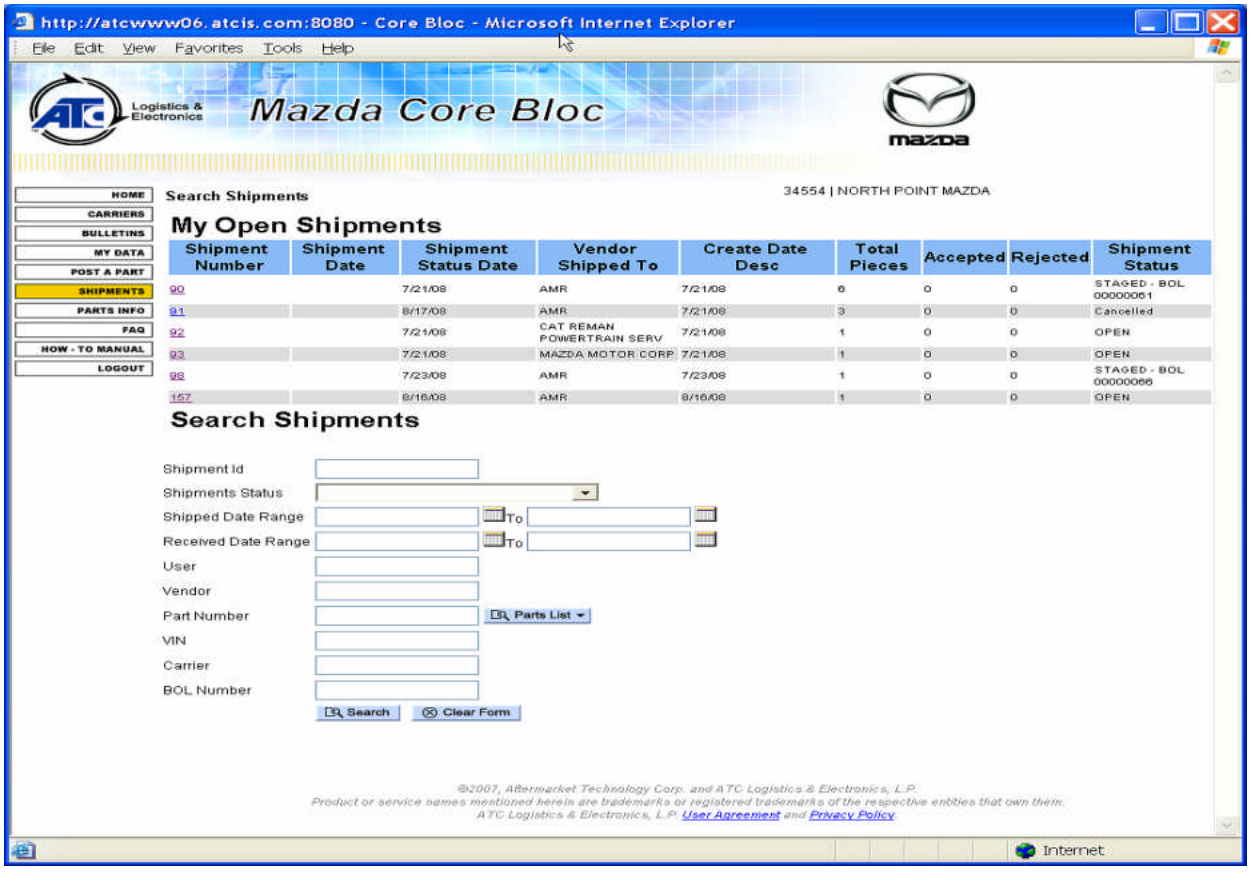
Procedure: Shipments

"Shipments" is step two, and the most important piece, of your core return shipment process. Once you have posted all the parts you want to ship, and after you have packaged and prepared your parts for shipping (including weighing your packages), you are ready to proceed with "Shipments".

After selecting your open shipment by ID, this process takes you systematically through each entry for a successful shipment. You will add each package of the shipment into the system, creating the data used to print the Bill of Lading (for heavy shipments) or Shipping Instructions (for light shipments). Once all of your shipment's packages are added, you will print your BOL (for the heavy shipments going LTL) or your Shipping Instructions – (for the light shipments you will manifest through small parcel carrier), contact the carrier for the pickup, and enter the tracking numbers once the shipment goes out.

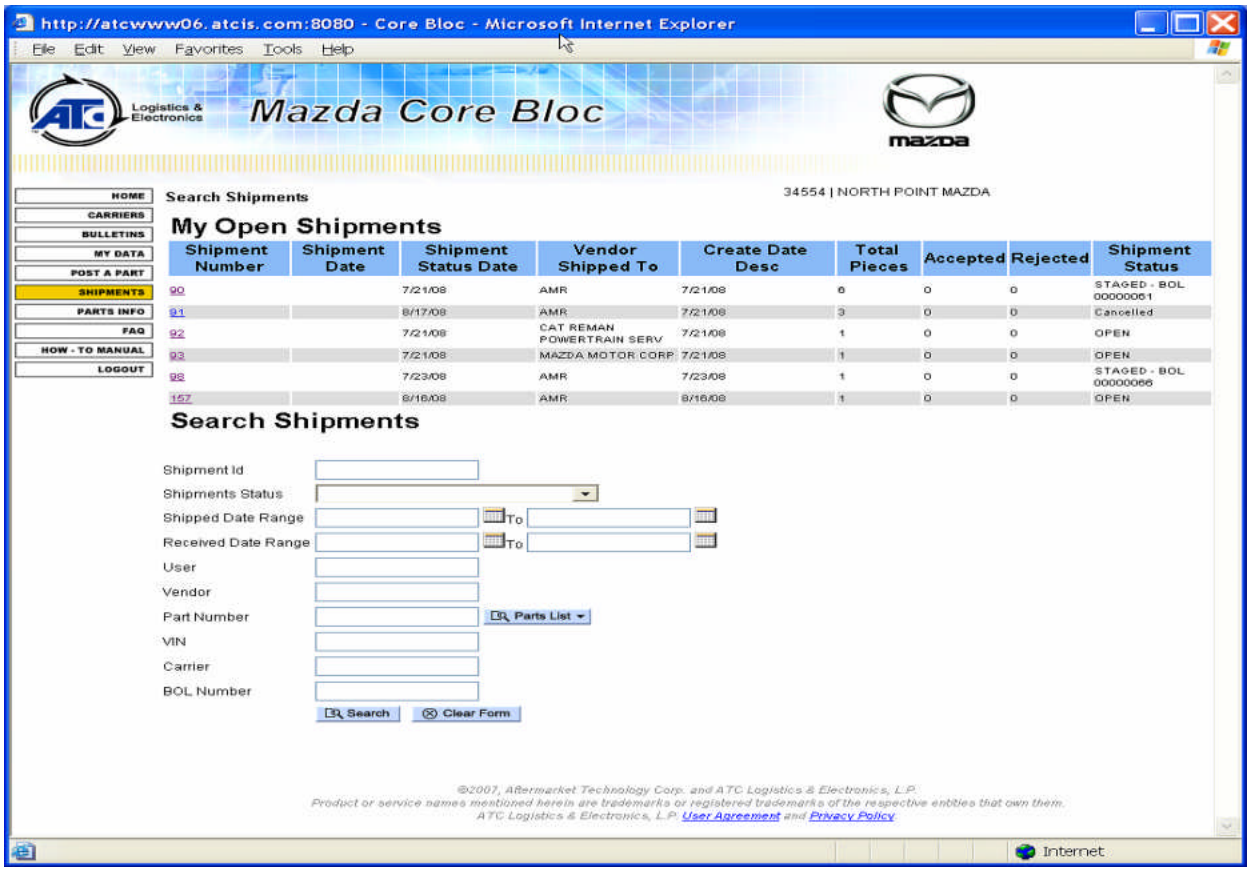
Each entry is very important in collecting all the data needed to create accurate shipping documents. Once you've successfully completed your Shipment, you're done! It is on its way to the vendor physically and systematically! Once shipped, you can now track the shipment's progress and status all the way through core credit!

1. On the left navigation bar, click the <Shipments> button. The Search Shipments screen is displayed



2. The top portion of the screen under "My Open Shipments" shows all Open Shipments.
    a. Click on the Shipment ID Number to open and display the line details for that shipment.

3. Shipments can also be searched by any field on the Search Shipments page
    a. Shipment Id
    b. Shipment Status
    c. Shipped Date Range
    d. Received Date Range
    e. User
    f. Vendor
    g. Part Number
    h. VIN
    i. Carrier
    j. Dealer
    k. BOL Number
    l. Search button - Clicking on the <Search> button with no criteria entered will display all shipments for that dealer.



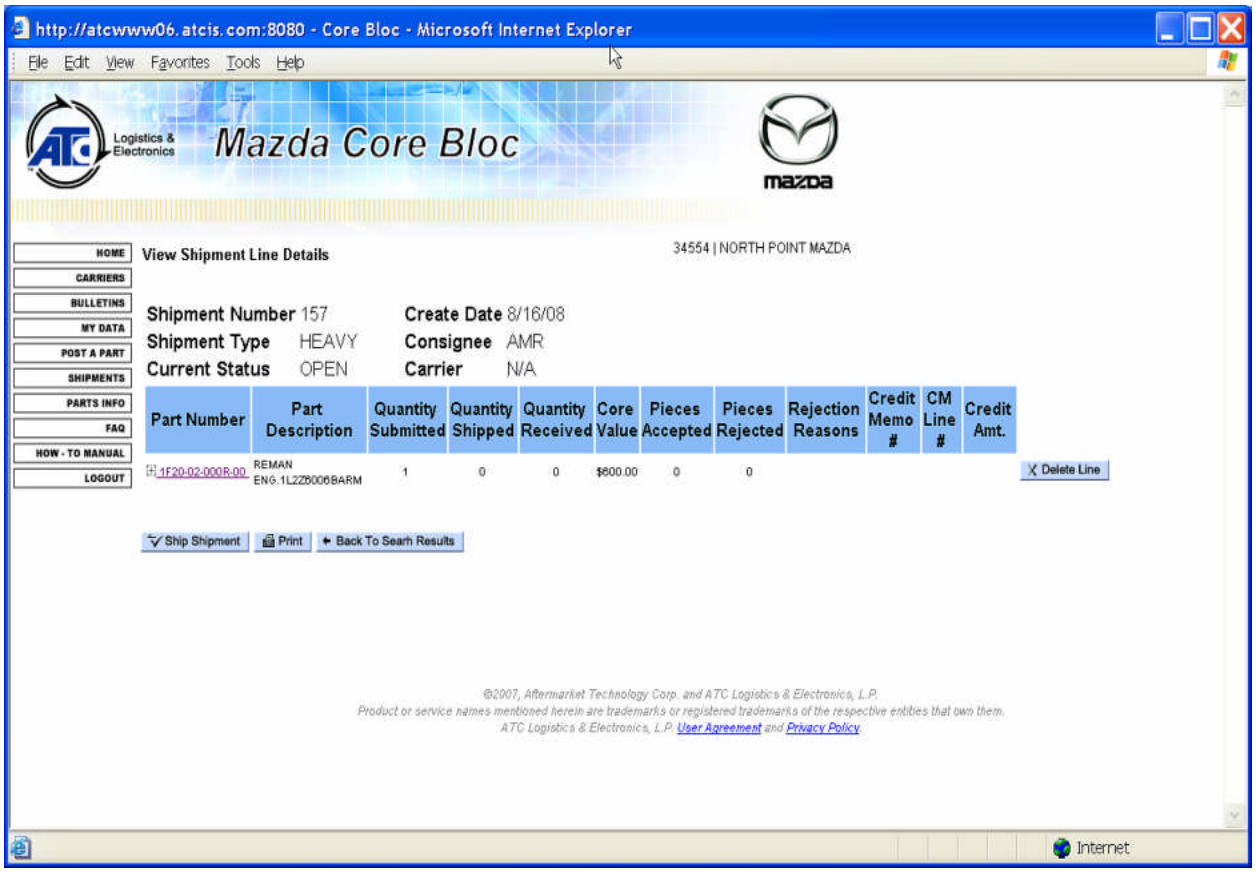
4. Click the Shipment ID Number from the list of shipments

5. The View Shipment Line Details screen is displayed.

***Note:* There are several functions available from the View Shipment Line Details screen**

a. Shipment Line Summary

- Shipment Number – The ID number assigned to the Shipment.
- Shipment Type – Valid values are Heavy or Light
- Current Status – See **Appendix A** for a detail list of statuses and definitions.
- Create Date – Date the shipment was created.
- Consignee – The reman core vendor to whom the shipment is to be delivered
- Carrier – The carrier used to transport the shipment

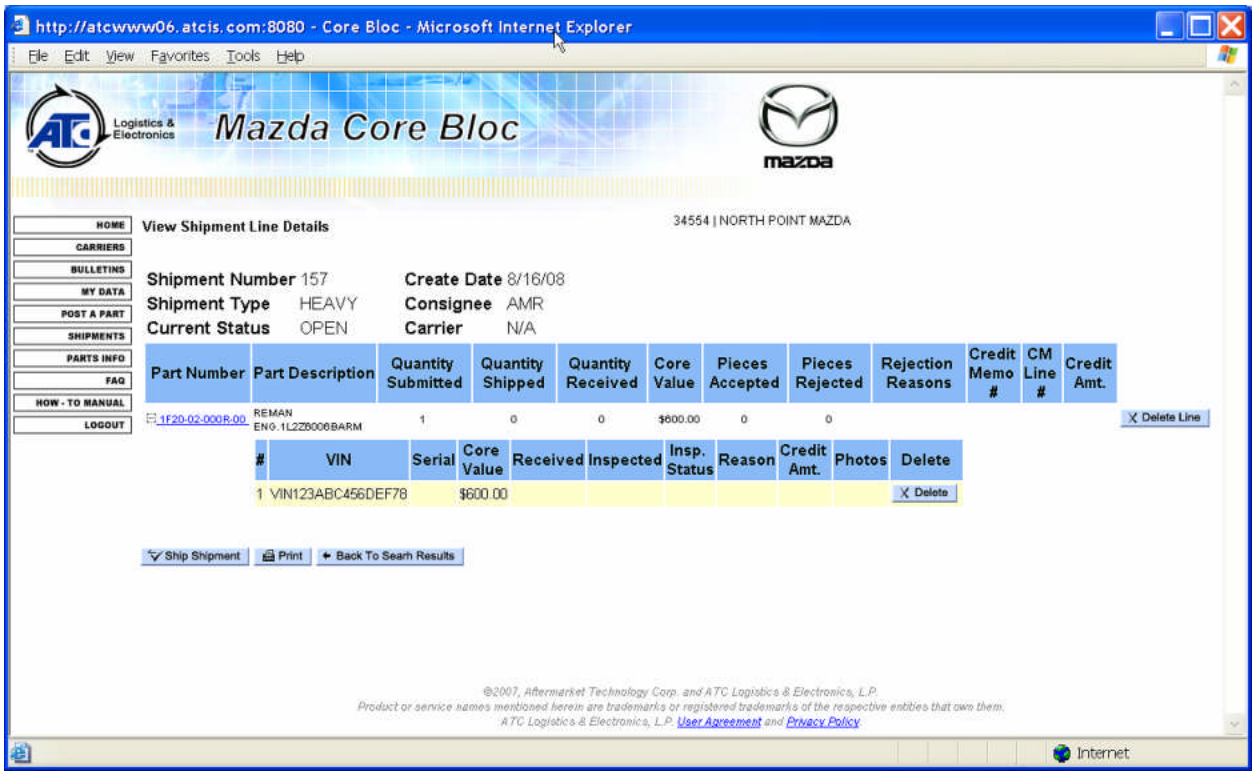


b. Part Line Summary

- Part Number
- Part Description
- Quantity Submitted – Quantity entered in the Post a Part process
- Quantity Shipped – Quantity shipped in the Shipment process
- Quantity Received – Quantity received by the reman core vendor where the core material was delivered.
- Core Value – Dollar value assigned to the core by Mazda, and the core credit amount dealer will receive for returned and accepted core.

- Pieces Accepted – Quantity of parts accepted during the inspection process
- Pieces Rejected – Quantity of parts rejected during the inspection process
- Rejection Reasons – The reason the parts were rejected in the inspection process
- Credit Memo # - Credit memo number issued by Mazda
- CM Line # - Credit memo line number issues by Mazda
- Credit Amt. – Credit amount issues for the returned core material
- Click on <Delete Line> button to delete individual lines from a Shipment.

Note: Once a Shipment line has been created, it cannot be edited or changed. The line must be deleted and re-entered on the Post a Part screen.



c. To display details about an individual part
   i. Click on the part number or the [+] sign in front of the part number
   ii. Click on the part number or the [-] sign in front of the part number to collapse part information
   iii. Click the <Delete> button to remove that piece from the shipment.
   iv. Part Detail Line
      - # - Row Number – Row number sequence
      - VIN – Vehicle Identification Number – will only appear for engine or transmission core parts line detail.

- Serial – Reference number – will not appear on all detail lines. This is an internal number referenced by the core vendor.
- Core Value – Dollar value assigned to the core by Mazda
- Received – Date the core was received and checked in by the core vendor
- Inspected – Date the core was inspected by the core vendor
- Insp. Status – Yes / No flag: "Y" = core accepted. "N" = core rejected.
- Reason – Rejection Reason Code
- Credit Amt. – Credit amount issued for the returned part
- Photos – View Photos of the core as taken by the core vendor, to show evidence of core inspection failure

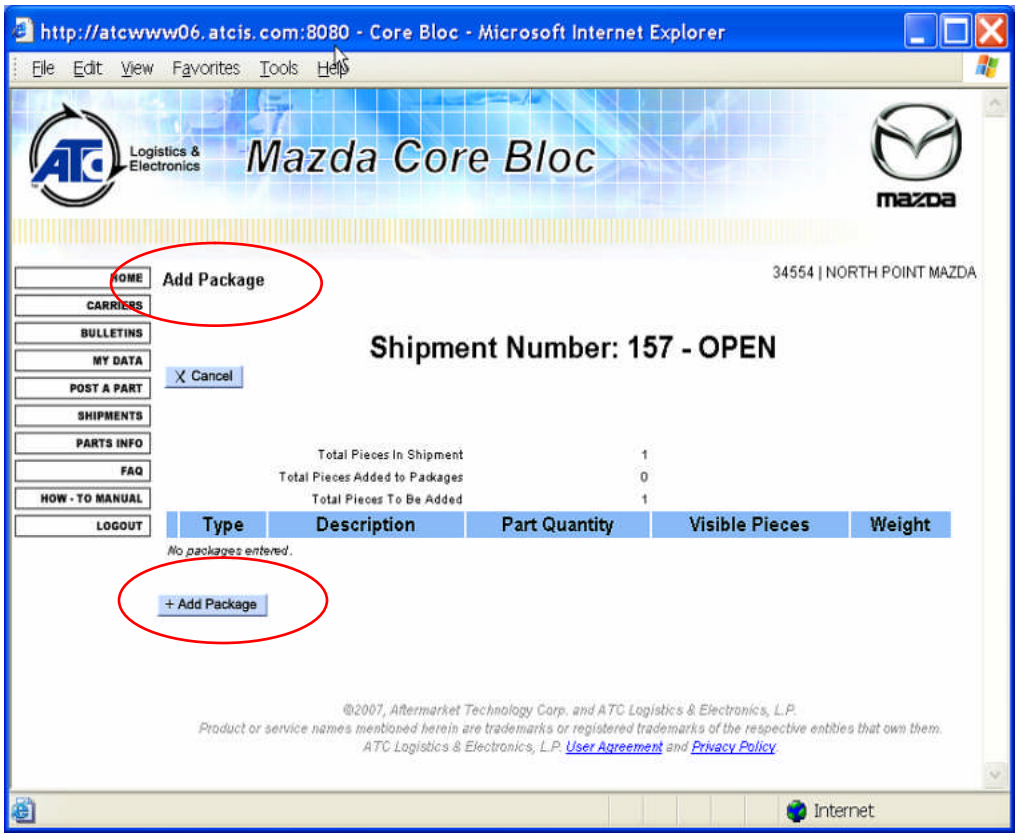
d. Click on <Print> to print a copy of the Shipment information (with the line details)
   i. Print dialog box will appear; choose the desired printer
   ii. Click the <Print> button
   iii. Click the <Close> button to close the window displaying the shipment details

e. Click on <Back to Search Results> button to go back to the Search Shipments Screen

6. Once shipment details are verified, and the shipment is **ready to be shipped** click on the <Ship Shipment> button.

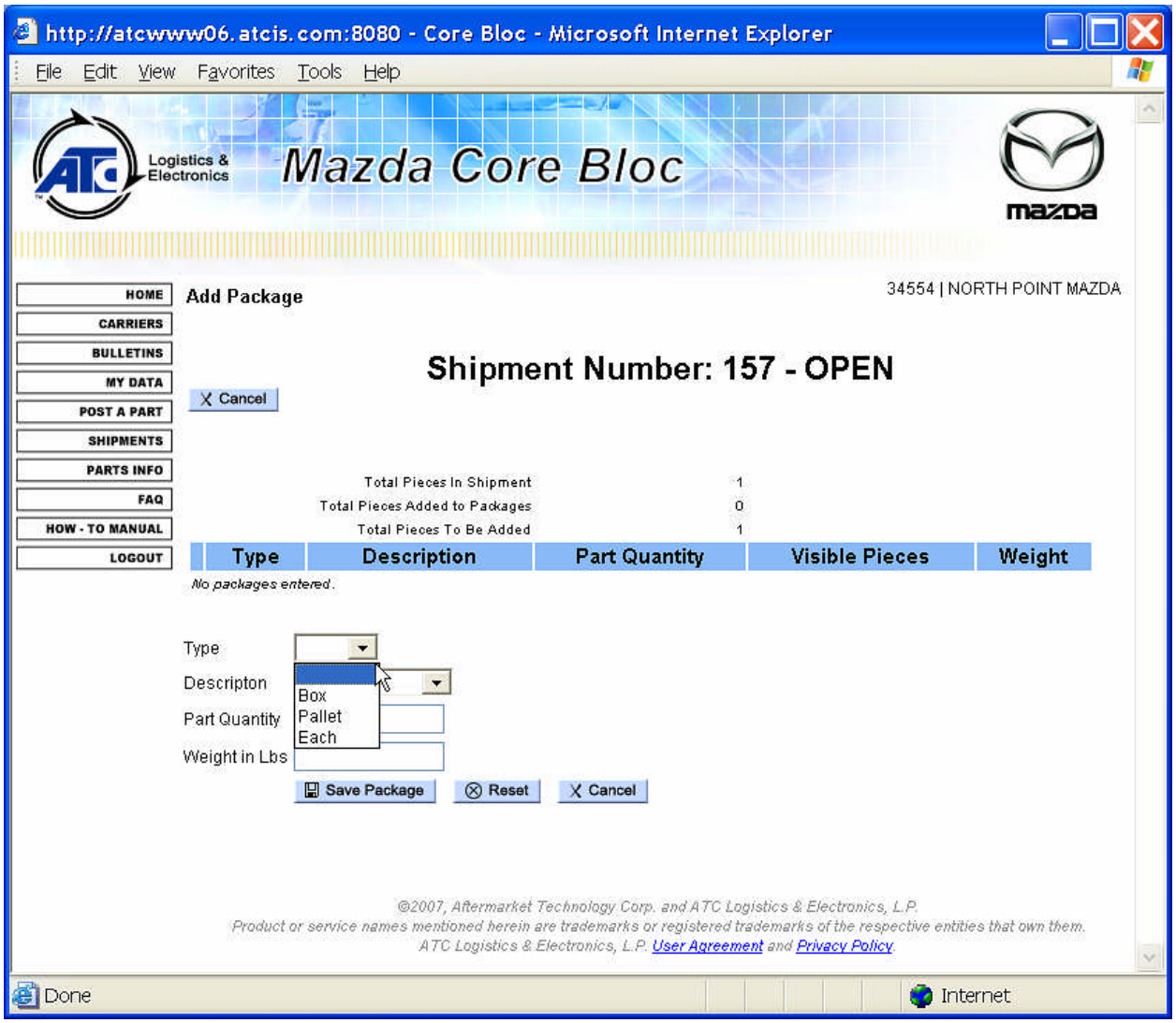
Note: ***"Ready to be shipped" means all core material has been packaged / palletized, weighed, and ready to be loaded on the carrier's truck, and shipped.***

Note: ***For large reman core (engines and transmissions), be sure all core material has been processed according to the Core Return Instructions, available within Core Bloc on the Bulletins page. Click on the <Bulletins> tab, type in the word "Instructions" into the Subject area, and click on <Search>.***



7. Click <Add Package> on the Add Package screen and enter all required information; this is important information that will appear on the Bill of Lading or shipping instructions documents.

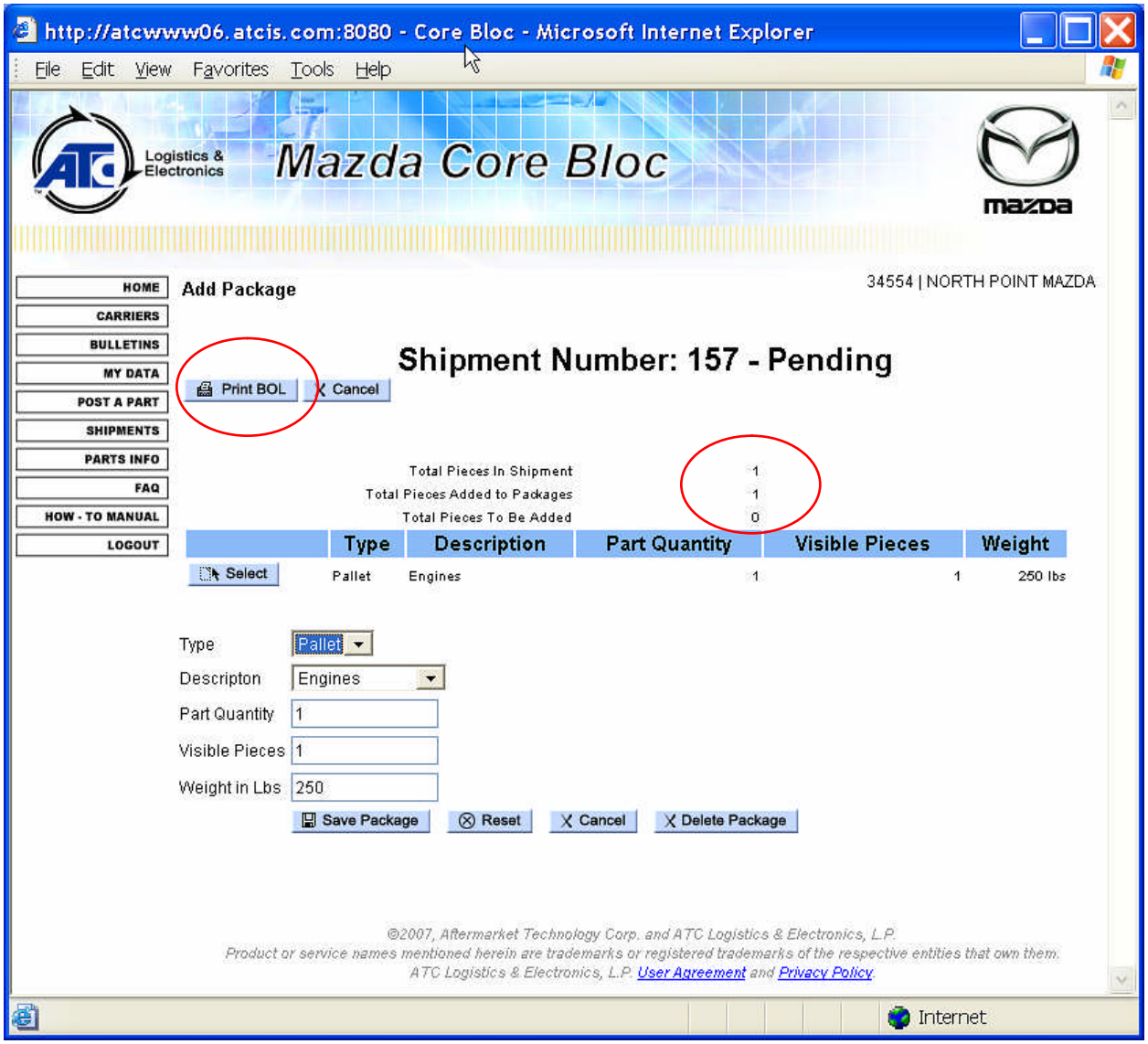
8. Shipment Status is OPEN
    a. Type - select the package type from the drop down list. If "Pallet" is selected, an additional field appears, called "Visible Pieces". This is the number of pieces on the pallet that can actually be seen by the carrier.
    b. Description - select a valid core material description from the drop down list
    c. Part Quantity - enter the number of pieces in this package
        i. Visible Pieces will appear after "Part Quantity" if the package type selected is "Pallet": enter the number of visible pieces on the pallet.
    d. Weight - enter the weight of the package, in pounds



9. Once complete, click <Save Package> button. The shipment status is changed to PENDING when the first package is saved.

    Continue entering all package data until each package to be shipped has been input.

a. Total Pieces In Shipment – refers to number of pieces posted for the shipment number, as previously entered in the Post a Part screen.
b. Total Pieces Added to Packages – refers to the number of parts that have been added to packages so far for this shipment.
    i. This number cannot exceed the Total Pieces in Shipment
c. Total Pieces To Be Added – refers to the number of parts in the shipment, that still need to be added to packages. (Total Pieces in Shipment minus Total Pieces Added to Packages



10. Continue to add Packages until "Total Pieces Added to Packages" is **equal to** "Total Pieces in Shipment" – or, "Total Pieces to be Added" = 0.

Note: Once "Total Pieces Added to Packages" is equal to "Total Pieces in Shipment", the <Print BOL> button will appear.

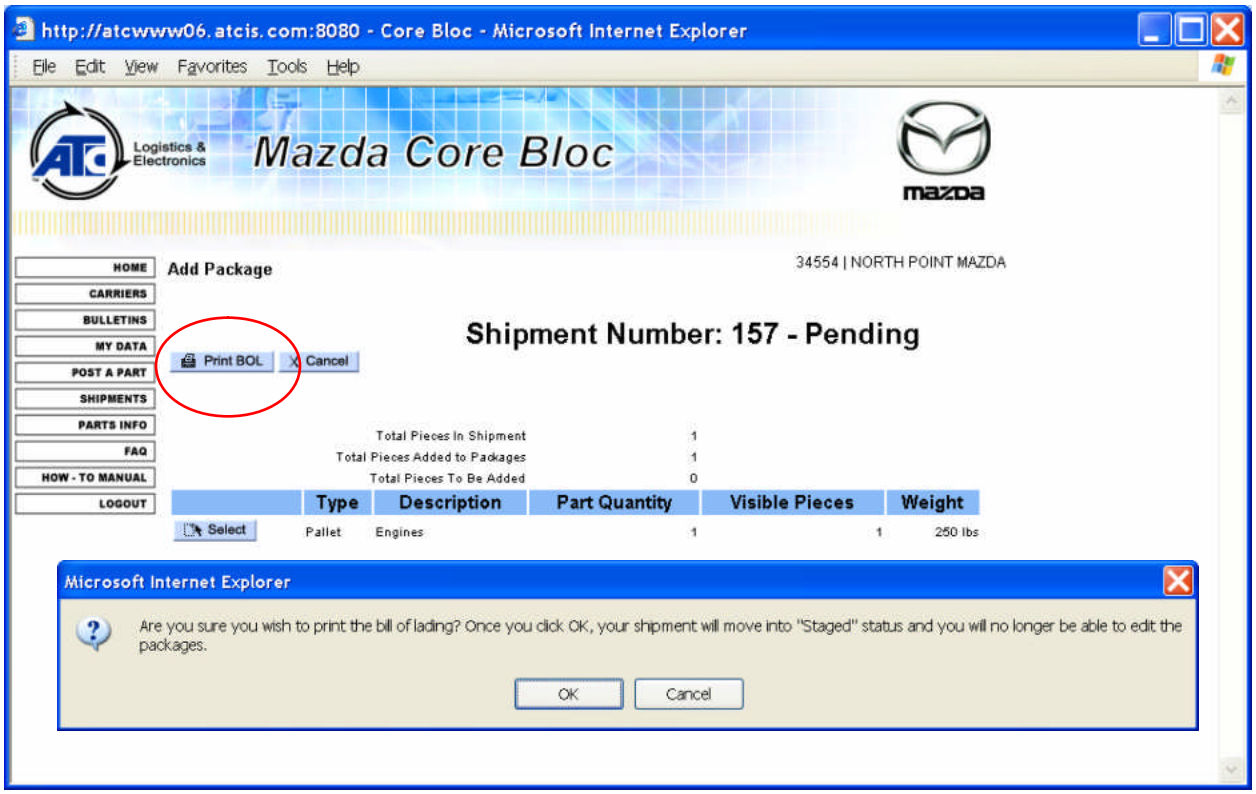
11. To change an existing package, click the <Select> button next to the package type
    a. Update any of the following information
        i. Type – Box, Pallet, or Each
        ii. Description – Engines, Transmissions, or Auto Parts
        iii. Part Quantity - # of pieces in package
        iv. Visible Pieces, if package type is pallet
        v. Weight in pounds

    b. After updating the package information
        i. Click <Save Package> button to save the new package information
        ii. Click <Reset> button to set package information back to original entry
        iii. Click <Cancel> button to cancel update and return to the previous screen
        iv. Click <Delete Package> button to delete the package
        *****Once Delete Package button is clicked, the package is completely deleted from the system. You will need to re-enter it if needed.*****

12. When all pieces have been added to packages (the "Total Pieces Added to Packages" is **equal to** "Total Pieces in Shipment"), the <Print BOL> button will be added to the screen for LTL shipments. If the shipment is small parcel, the button will read <Print Shipping Documents>.

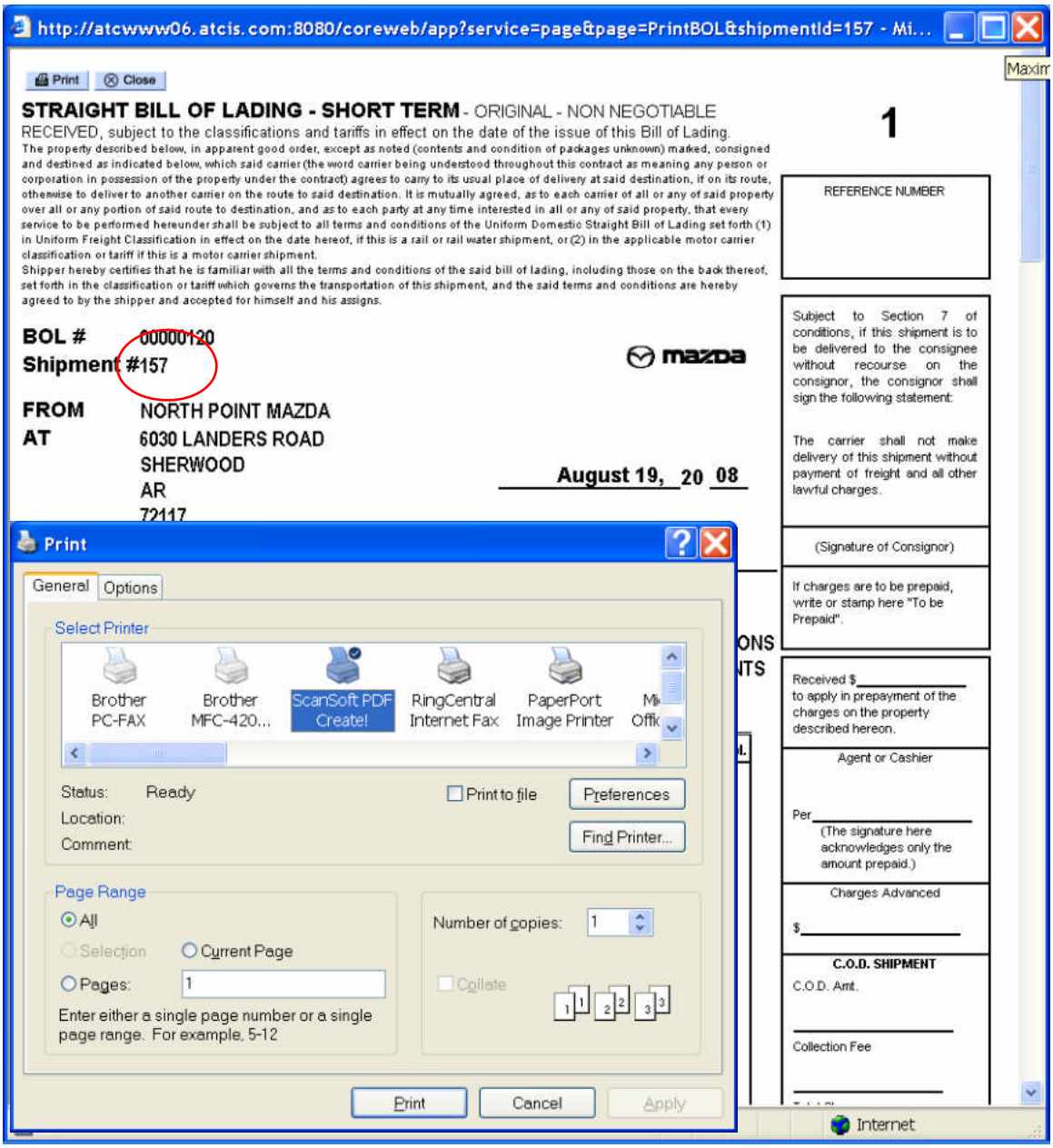
13. When shipment is ready to be finalized, Click the <Print BOL> (or <Print Shipping Documents> button
    a. A BOL (for the heavy shipments going LTL) or your Shipping Instructions – (for the light shipments you will manifest through small parcel carrier) will appear on your screen. You may print the documents at this time.

14. An **"Are you sure you wish to print the Bill of Lading?"** dialogue box appears



15. Click <OK> to continue, or <Cancel> to go back
    ***Note:* Clicking the OK button locks the shipment. Once a shipment is locked, you can no longer edit the packages**
16. The Ship Shipment window appears, displaying a Shipment status of STAGED, and the BOL Number.
17. The Bill of Lading or Shipping Instructions document along with a Print dialog box will pop-up directly in front of the Ship Shipment window
    ***Note:* Depending on the part, other documents may be printed along with the BOL. (See Appendix C for samples of these documents)**

18. From the *Print* dialog box, choose the desired printer and click on the <Print> button
    a. BOL or Shipping Instructions document can also be re-printed from Ship Shipment window
19. Click the X in the upper right hand corner or the <Close> button at the bottom of the page to close the window



Follow the instructions in blue box on the Ship Shipment page for package pickup

***Note:* Once a shipment status is STAGED, you can no longer update packages in the shipment**

a. See Appendix "B" for detail instructions for shipping small packages via UPS Ground.
b. The BOL or Shipping Instructions document can be re-printed
c. Shipments can be tracked by clicking on the Tracking website address displayed under the Carrier name and phone number

20. Click on the <Select> button next to the package type to:

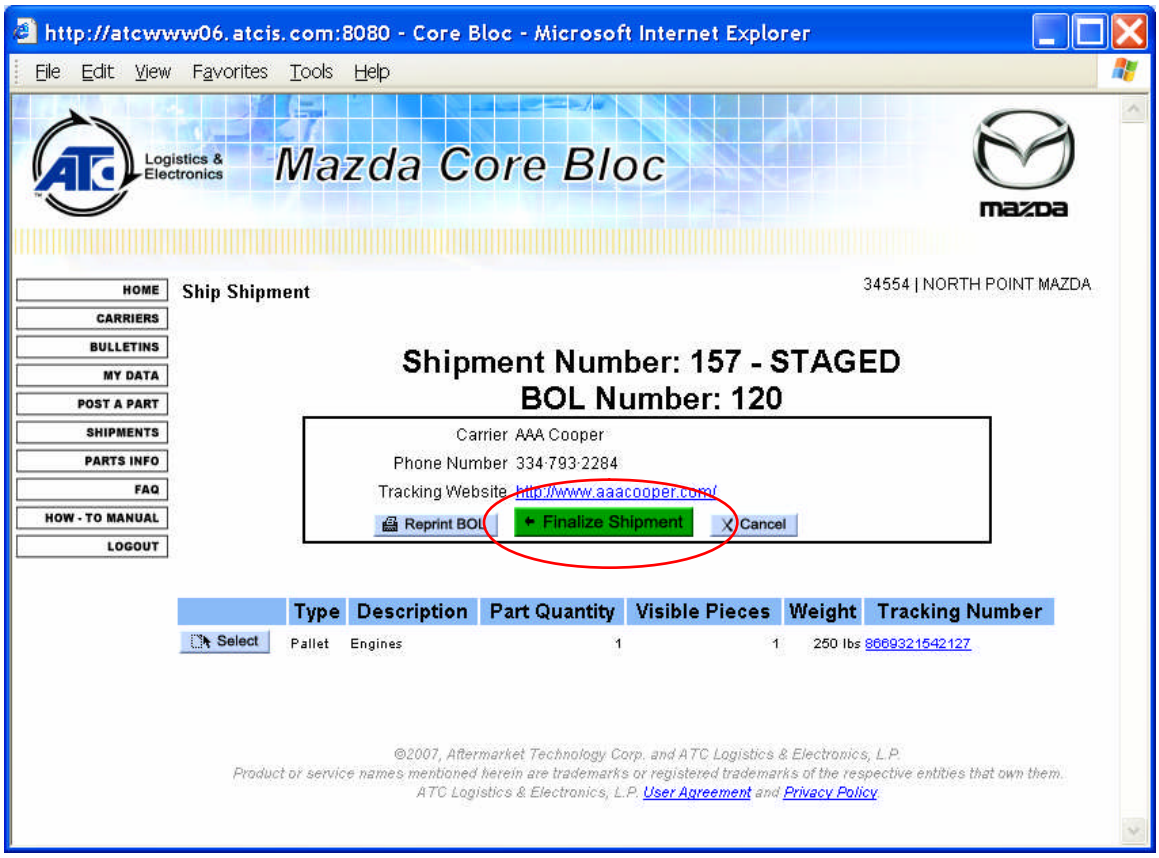
a. View a line item information for a package
b. Enter the tracking number for each package on the shipment
    i. Click the Save Package button
    ii. The detail item information will be cleared.
    iii. Click the Select for the next line item.

***Note:* The tracking number, or pro number, must be entered completely for all pieces in the shipment. *This is important!* The shipment will not be considered as in-transit from the dealer, until the tracking information is present.**

The <Finalize Shipment> button will be displayed when all tracking numbers have been entered for ALL packages on the shipment.

***Note:* Once a shipment is FINALIZED, NO changes are allowed to the shipment.**

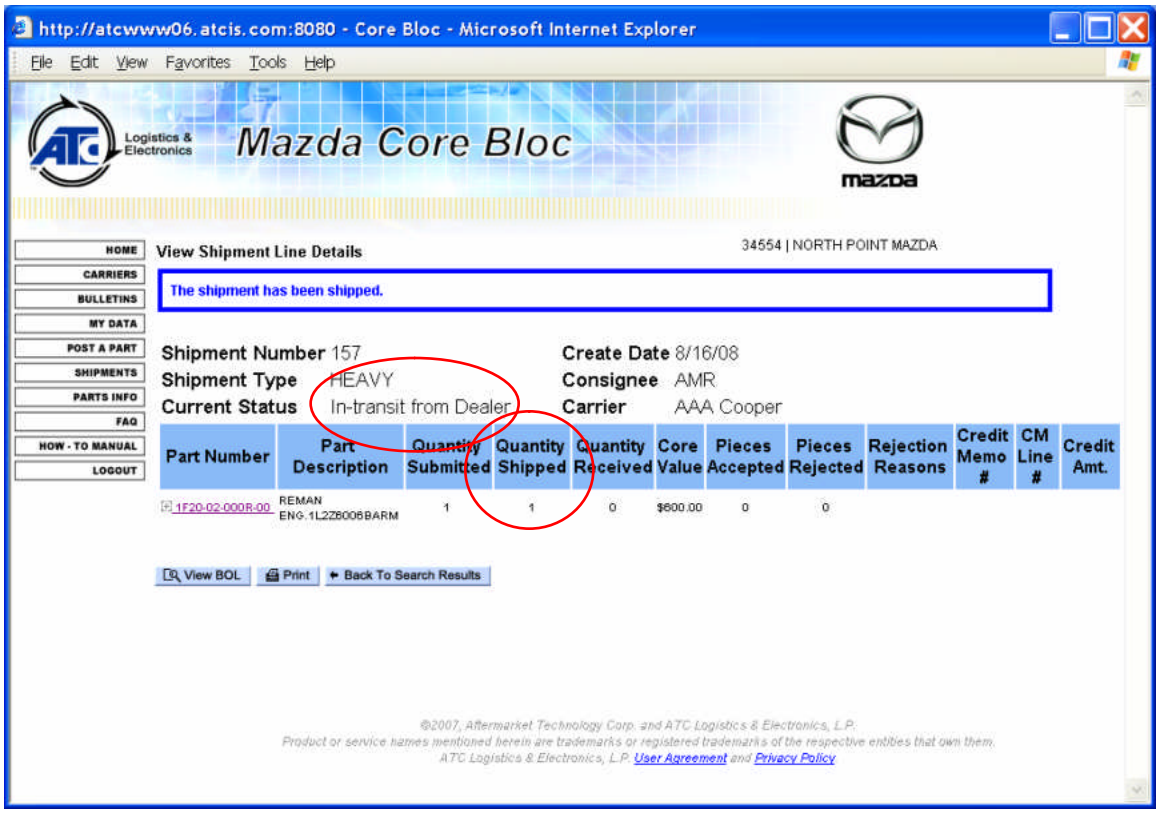
1. Click the <Finalize> button when you ready to complete the shipment.



The View Shipment Line Details page will be displayed in a blue box with the message "The shipment has been shipped".
The shipment status will change from "STAGED" to "In-transit from Dealer"

***Note:* Core vendors who access Core Bloc can now see the core material inbound to them, for all core in "In-transit from Dealer" statuses.**

For each part on the shipment, the "Quantity Shipped" will change from 0 to equal the "Quantity Submitted" for each part on the shipment.



Congratulations! You have successfully completed your Shipment! The new Core Bloc application provides you with the ability to track your shipment from the time it is finalized to receipt of core credit.

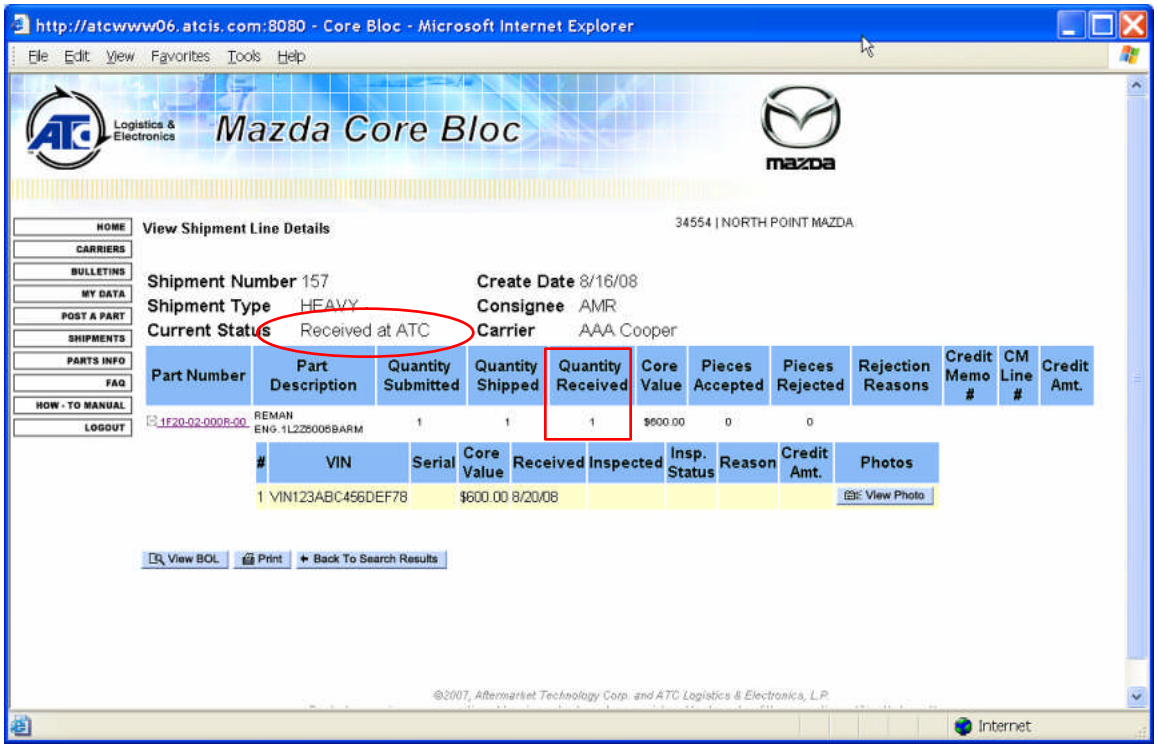
As the shipment moves through its lifecycle, the Current Status and its associated fields are updated. Follow steps 1 through 5 in the current Shipment Section to view the progress of the shipment through its life cycle.

See Appendix A for a detail list of statuses and their definitions.

Shipments will remain in "My Open Shipments" for a predetermined number of days. The number of days is configurable, currently set for 10 days.

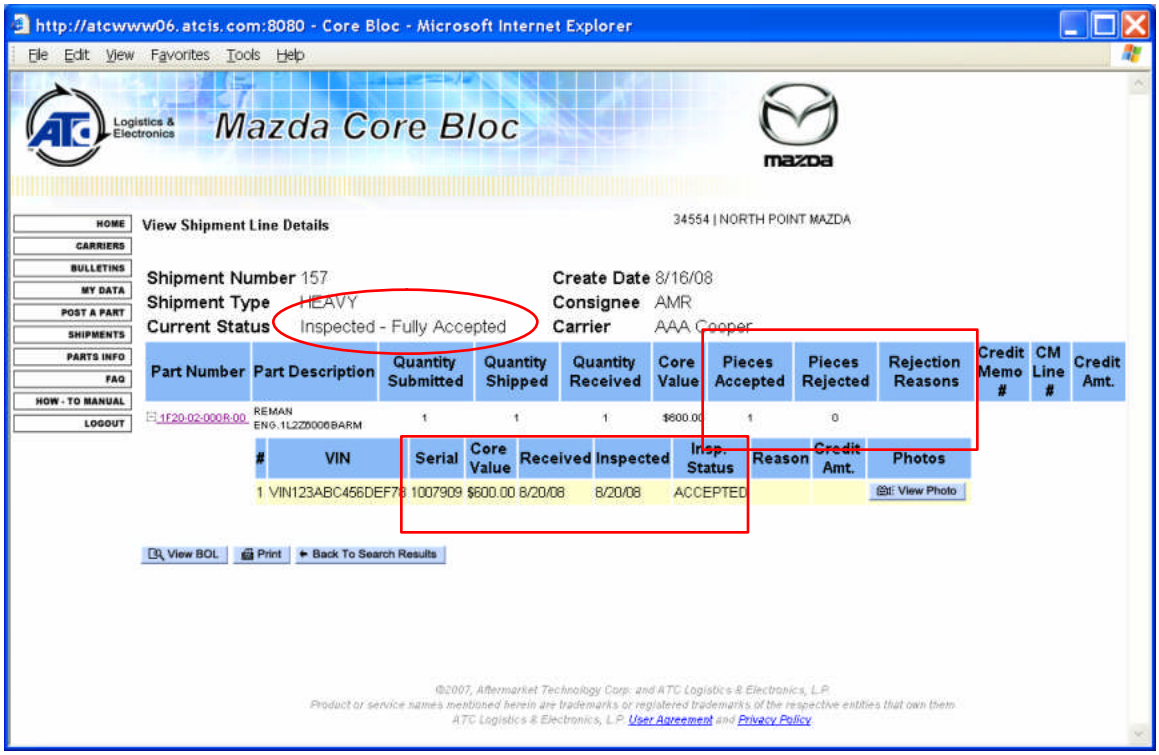
When the packages are received by the reman core vendor:

- The Current Status changes from "In-transit from Dealer" to "Received"
- The Quantity Received changes from 0 to equal the value in Quantity Shipped



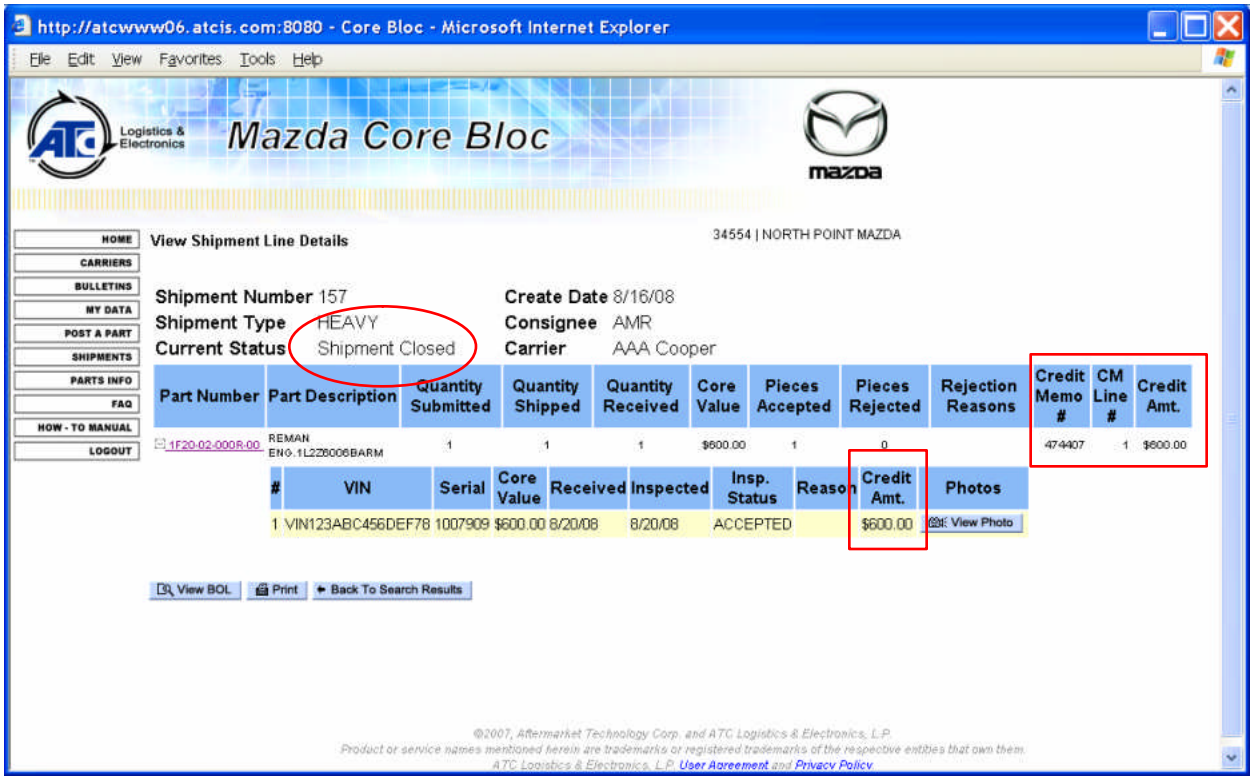
When the parts are inspected by the reman core vendor:

- The Current Status changes from "Received" to "Inspected"
- The Pieces Accepted, Pieces Rejected, Rejection Reasons, Serial, Core Value, Received, Inspected, Insp. Status and Reason will be updated.



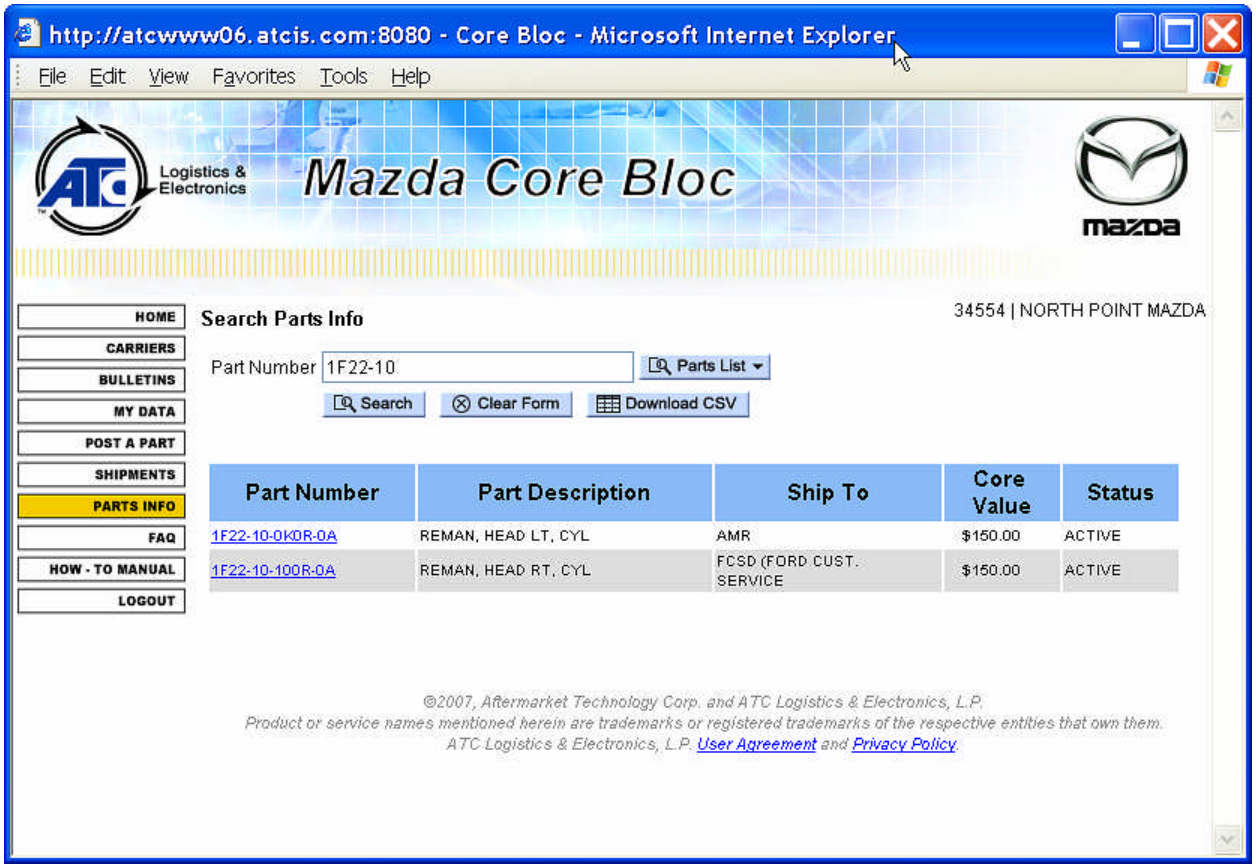
After the parts are received and inspected by the core vendor, a credit is requested from Mazda for parts received, based on the inspection status. Upon receipt of the core credit from Mazda:

- The Current Status will change from "Inspected" to "Shipment Closed".
- The Credit Memo#, CM Line#, Credit Amt. and Credit Amt at the detail level will be updated.



Procedure: Parts Info

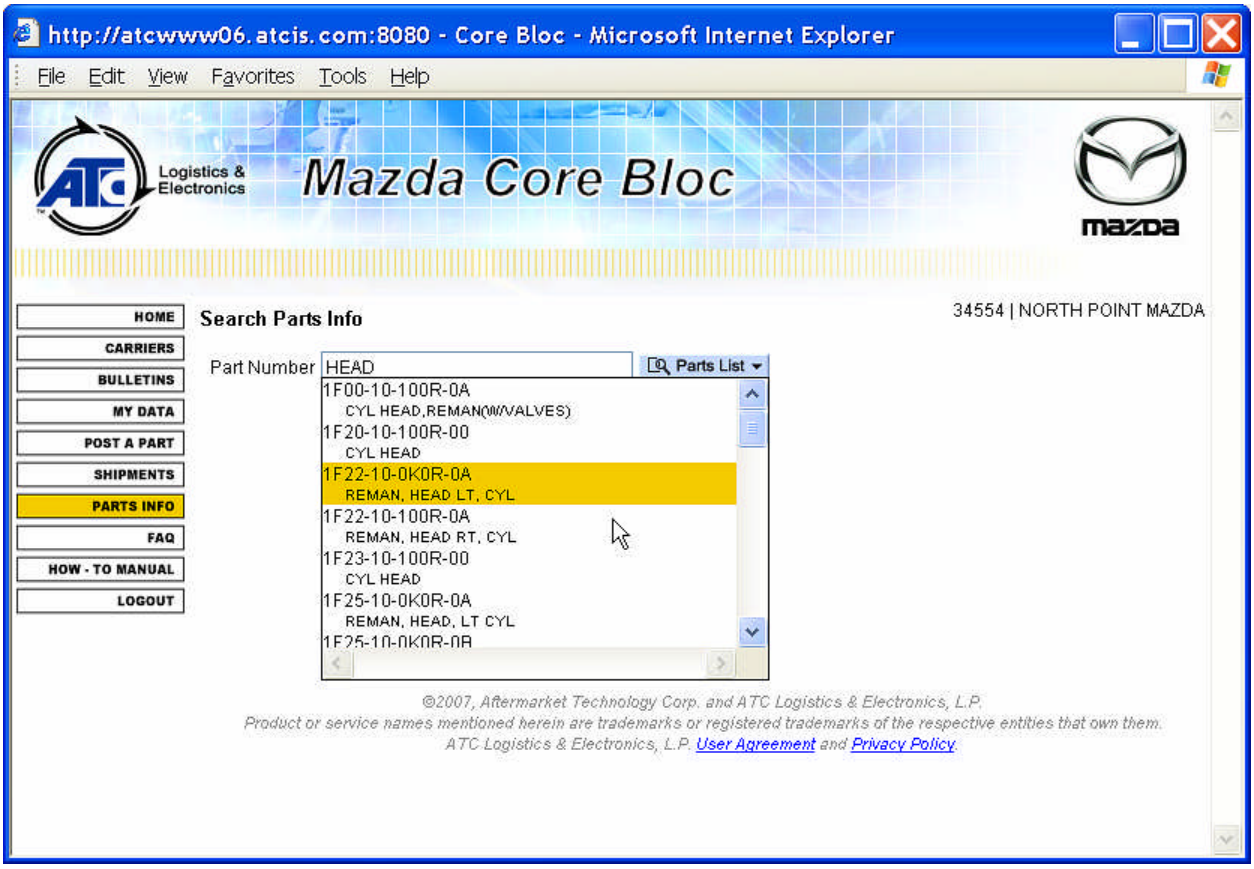
- On the left navigation bar, click on the <Parts Info> button
- There are several ways to search for Parts:



  - In the Part Number box, type in the first few digits of the part number
    - Click the <Search> button or press <Enter>
    - Choose the desired part number from the resulting list

- In the *Part Number* box, type any character of the part number or part description
  - Click the <Parts List> button
  - Choose part number from drop-down box

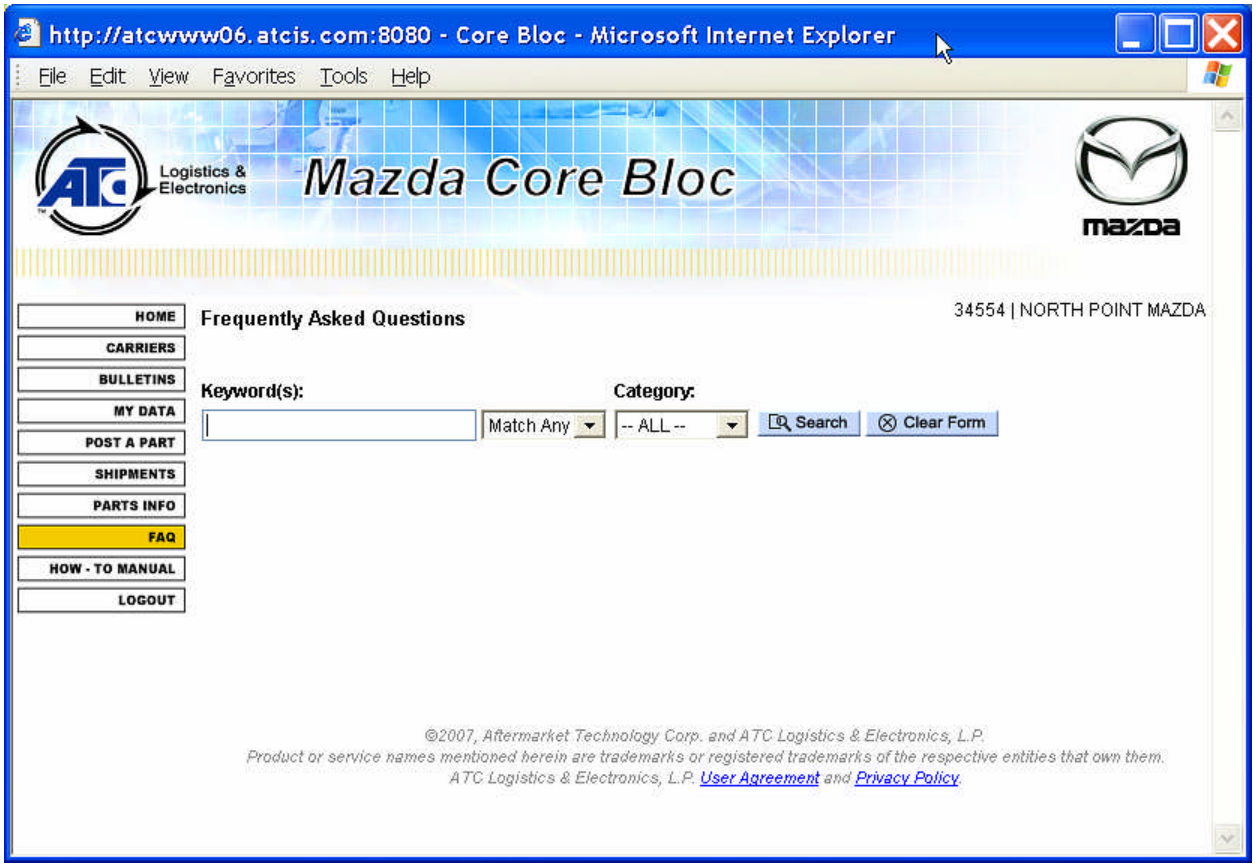
- For a complete listing of parts:
  - Click in the <Search> button or click in the *Part Number* box and press <Enter> to get a list of part numbers (The Part Number box must be blank)
  - Choose part number from the list of parts displayed



- The <Clear Form> button is used to erase any search parameters currently listed
- The <Download CSV> button is used to download the list of parts from the current search

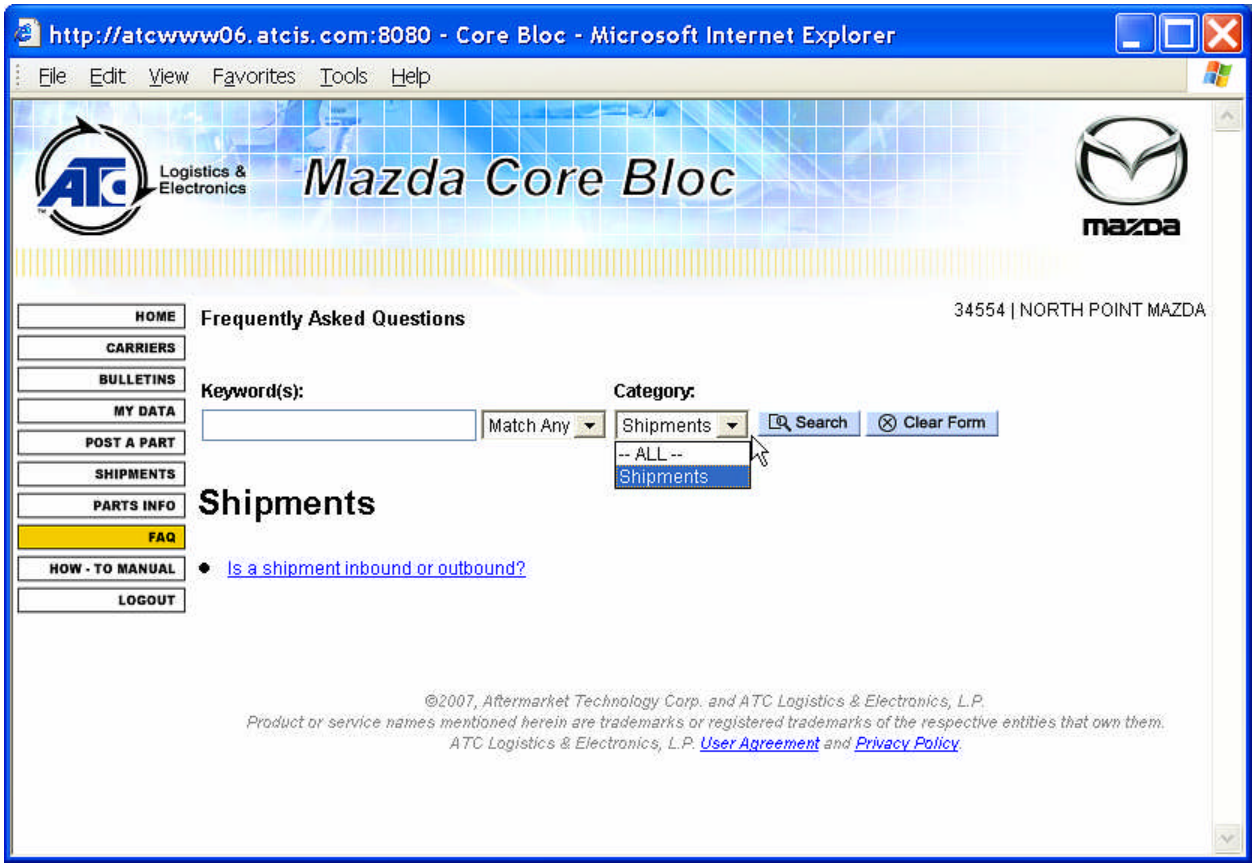
Procedure: FAQ

- On the left navigation bar, click on the <FAQ> button



- There are two ways to search for answers to commonly asked questions:
  - Click on <Search> button to get a list of questions in the database
    - Click on the question to display a window with the answer
    - Close the question window when complete
  - In the *Keyword* box, enter a word or phrase to be used in the search
  - Choose Match Any or Match All

- To narrow down the search responses, select a category from the Category drop-down box
  - Press <Enter> or click the <Search> button
  - Click on a question and the question and answer will appear in a separate window
  - Click on the <Close> button or the X in the upper right hand corner of the window to close the question window when complete



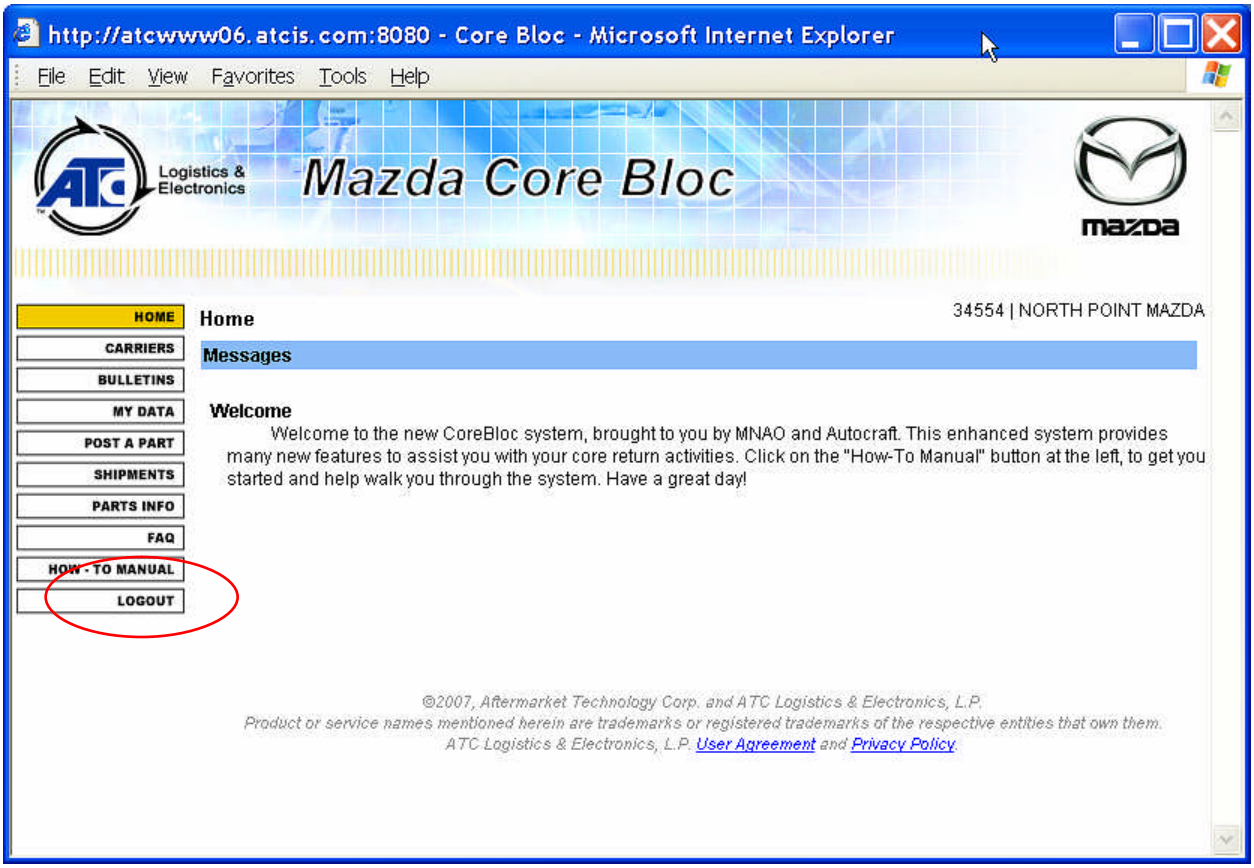
- The <Clear Form> button is used to erase search parameters currently displayed

Procedure: How-to Manual

- On the left navigation bar, click on the <How-to Manual> button
- A separate window opens containing the User Manual as a .pdf file
- To close the User Manual, Click on the X button in the upper right hand corner of the window

Procedure: Logout

- To exit the current Core Bloc session, click on the <Logout> button located on the left navigation bar
  - For dealers, this will take you back to the Mazda eMDCS System. For other users, it will take you back to the Core Bloc Login Screen.


http://atcwww06.atcis.com:8080 - Core Bloc - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Logistics & Electronics
Mazda Core Bloc
mazda
HOME
CARRIERS
BULLETINS
MY DATA
POST A PART
SHIPMENTS
PARTS INFO
FAQ
HOW - TO MANUAL
LOGOUT
Home
34554 | NORTH POINT MAZDA
Messages
Welcome
Welcome to the new CoreBloc system, brought to you by MNAO and Autocraft. This enhanced system provides many new features to assist you with your core return activities. Click on the "How-To Manual" button at the left, to get you started and help walk you through the system. Have a great day!
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Product or service names mentioned herein are trademarks or registered trademarks of the respective entities that own them.
ATC Logistics & Electronics, L.P. User Agreement and Privacy Policy.

SECTION III: REGION MENU OPTIONS

Procedure: Carriers

SECTION IV: DISTRICT MENU OPTIONS

Procedure: Carriers

SECTION V: APPENDIX A Terminology

BOL – Bill of Lading

Shipments – The term for a collection of core parts being shipped to a specific destination.

Shipment Statuses:

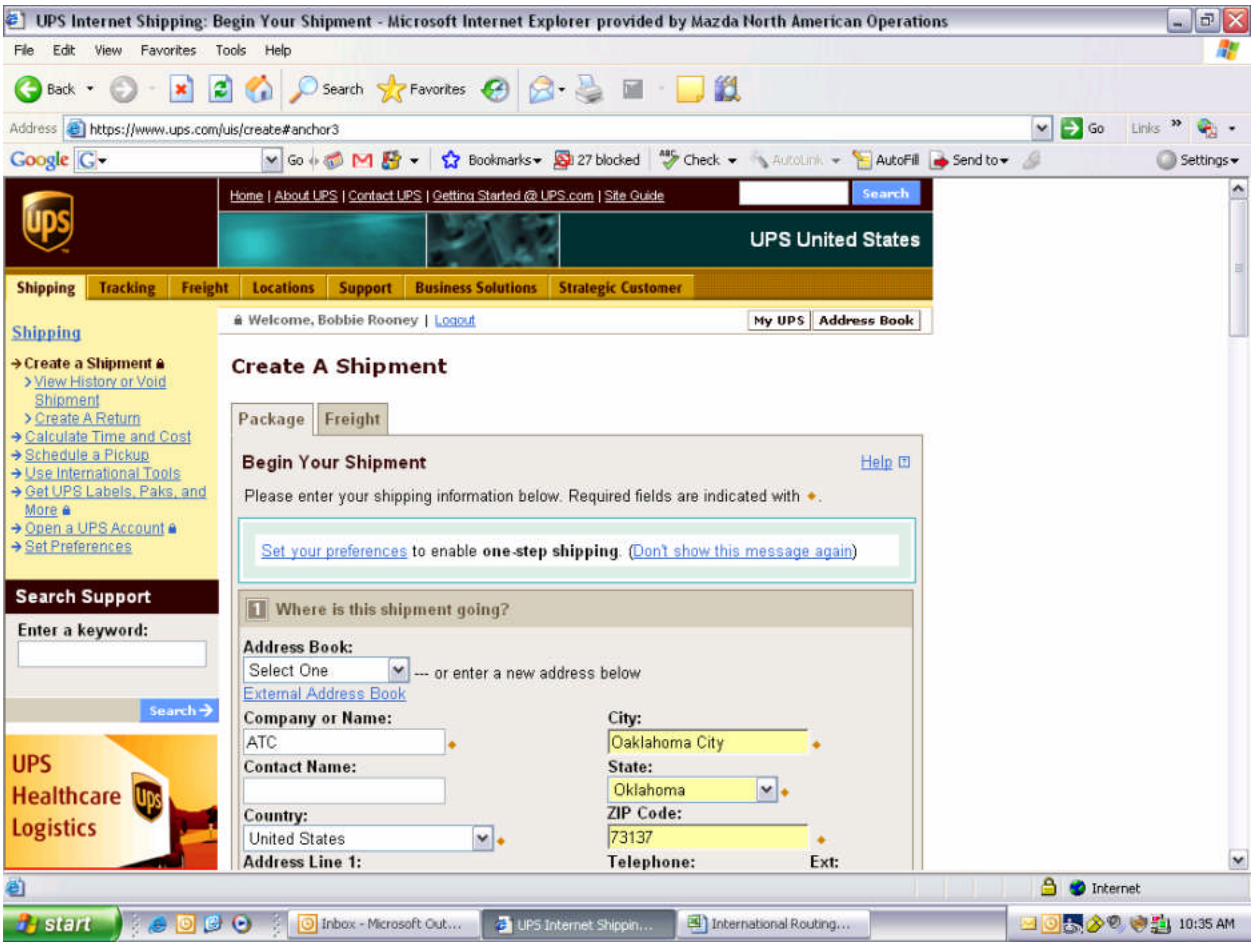
- **OPEN** : Initial status for new shipment; has one or more lines but no package data entered.
- **In-transit from Dealer** : Shipment has been finalized and is now considered shipped, but no receipt, inspection, or credit response has been received yet on the backend.
- **Received at ATC** : CoreWeb has received receipt record for the shipment, but no inspection record yet.
- **Inspected - Fully Accepted** : All items in the shipment have passed inspection, but no credit response has been received yet on the backend.
- **Inspected - Partially Accepted** : Some items have been accepted, none have been rejected yet, but not all items have been inspected yet.
- **Inspected - Fully Rejected** : All items in the shipment have been rejected, no credit response yet.
- **Dealer Credited** : We have received credit responses for some, but not all items in the shipment. It may or may not be the case that all items have been inspected.
- **Shipment Closed** : We have received inspection and credit response for all items, or the shipment was auto-closed due to inactivity.
- **NOT CLOSED** : Not an actual shipment status, but used on the search page to search for all non-closed shipments.
- **Cancelled** : Cancelled before finalizing the shipment.
- **STAGED** : User has entered all package information and has viewed the BOL or shipping documents (which finalizes package information) but has not yet entered tracking info and finalized the shipment.
- **Pending** : User has entered partial or complete package information, but has not finalized the packages by viewing the BOL or shipping documents.
- **Inspected** : All items have been inspected but no credit response has been received. Also, this status is used on the search page to search for all shipments in any variation of "Inspected" status.
- **Partially Inspected** : Some items have been rejected, some have been inspected, not all items have been inspected yet.
- **Inspected** - Partially Rejected : Some items have been rejected, none have been accepted, not all items have been inspected yet.

SECTION VI: APPENDIX B UPS Small Pak Process

This appendix discusses your process to ship a core shipment that is small parcel. "Small Parcel" is any shipment under 150 lbs., where no one package exceeds 70 lbs.

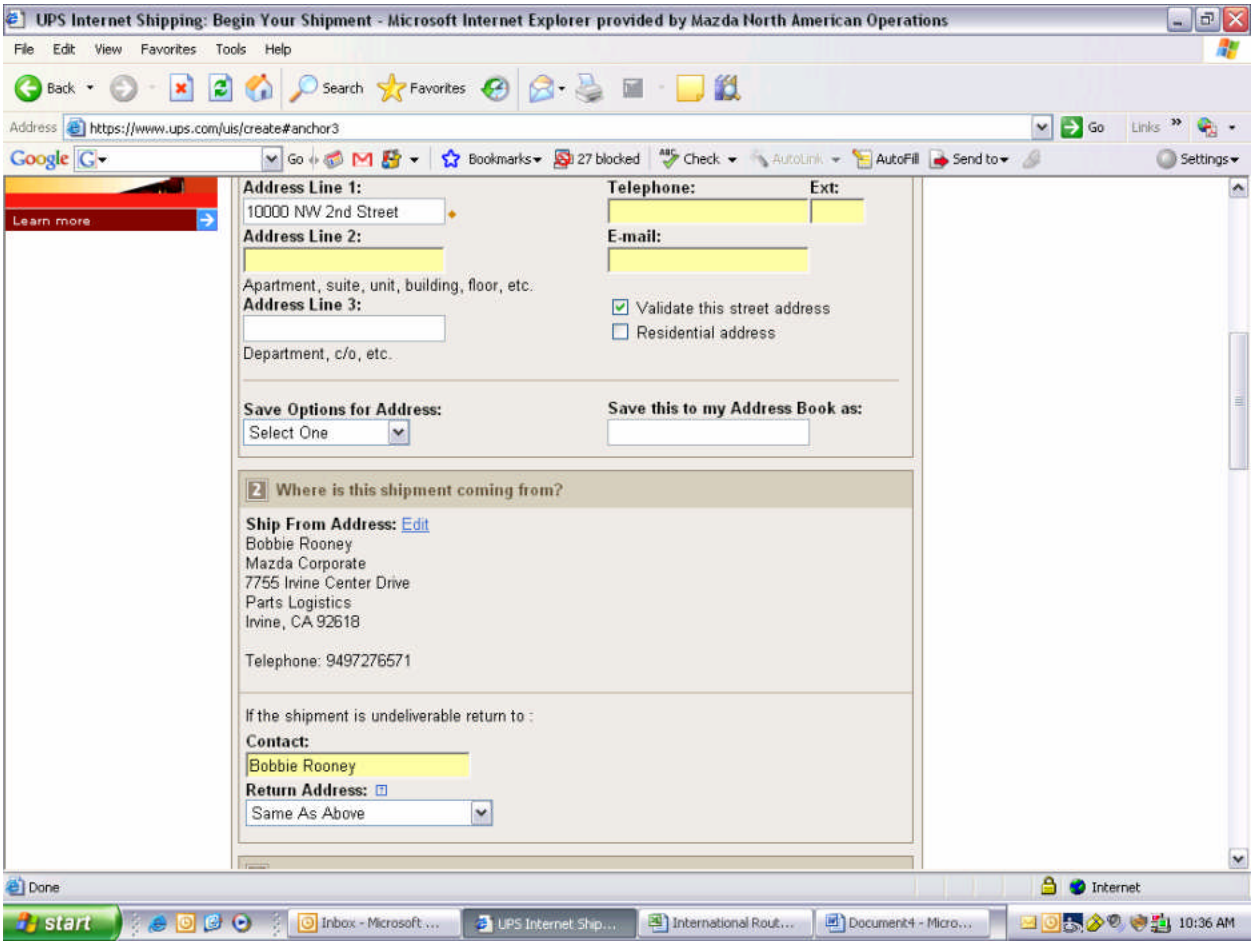
You will utilize UPS Ground Delivery as your carrier for all small parcel core returns.

Go to http://www.ups.com, and click on "Shipping", to ship your small parcel shipment through UPS Ground.

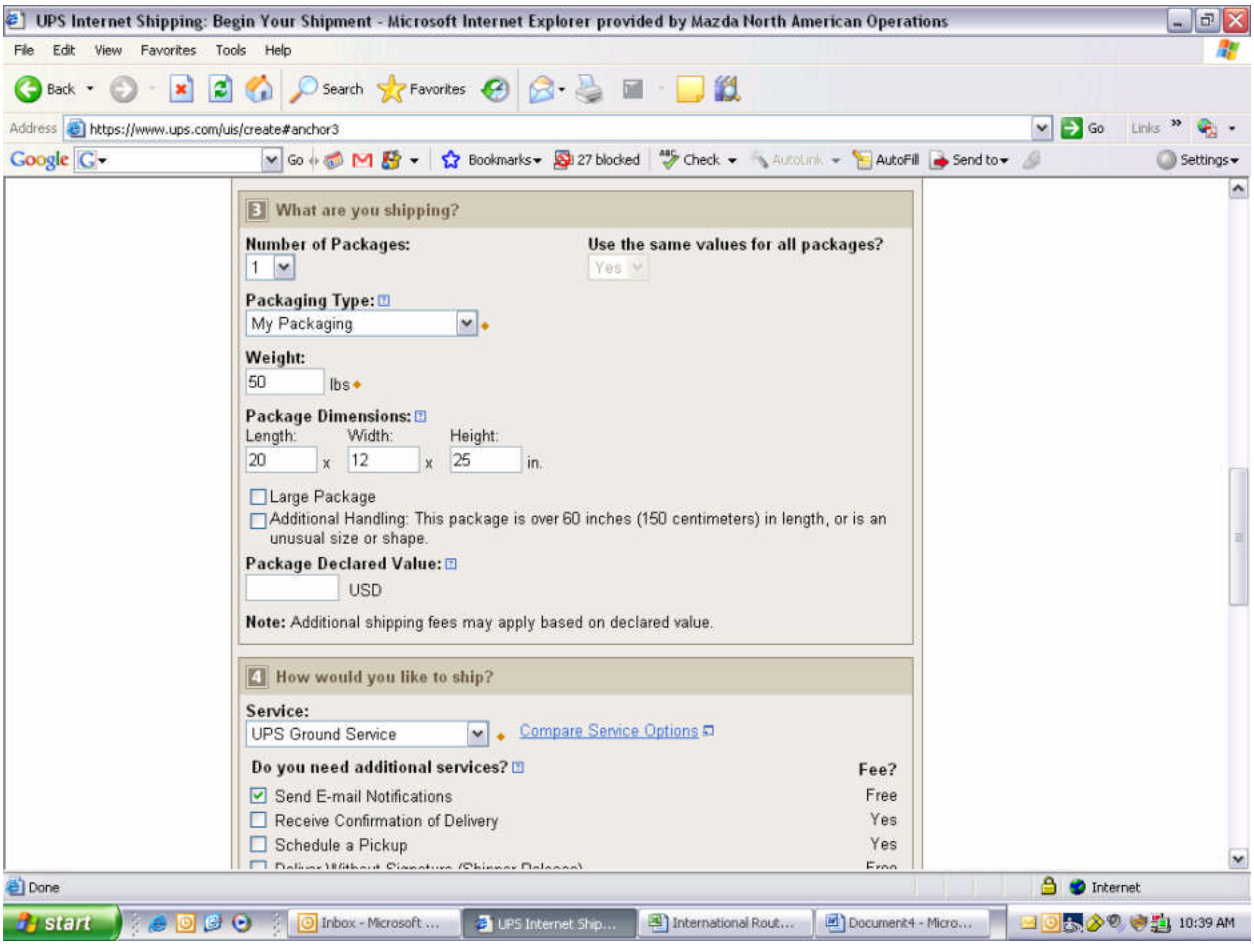


Enter all fields with the orange diamond next to the cell.

1. Where is this shipment going? Enter the Ship To: information from the CoreBloc shipping documents. You can save the ship-to addresses into your Address Book within UPS.



2. <u>Where is this shipment coming from?</u> This section is pre-populated as long as you are logged into UPS through your account. If you do not have an account or want to sign up, contact Mazda by email to nnnnnnnnn@mazdausa.com


UPS Internet Shipping: Begin Your Shipment - Microsoft Internet Explorer provided by Mazda North American Operations
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.ups.com/uis/create#anchor3
Go Links
Google Go Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings
What are you shipping?
Number of Packages:
1
Use the same values for all packages?
Yes
Packaging Type:
My Packaging
Weight:
50 lbs
Package Dimensions:
Length: Width: Height:
20 x 12 x 25 in.
Large Package
Additional Handling: This package is over 60 inches (150 centimeters) in length, or is an unusual size or shape.
Package Declared Value:
USD
Note: Additional shipping fees may apply based on declared value.
How would you like to ship?
Service:
UPS Ground Service
Compare Service Options
Do you need additional services?
Fee?
Send E-mail Notifications Free
Receive Confirmation of Delivery Yes
Schedule a Pickup Yes
Done
Internet
start
Inbox - Microsoft ...
UPS Internet Ship...
International Rout...
Document4 - Micro...
10:39 AM

3. <u>What are you shipping?</u>

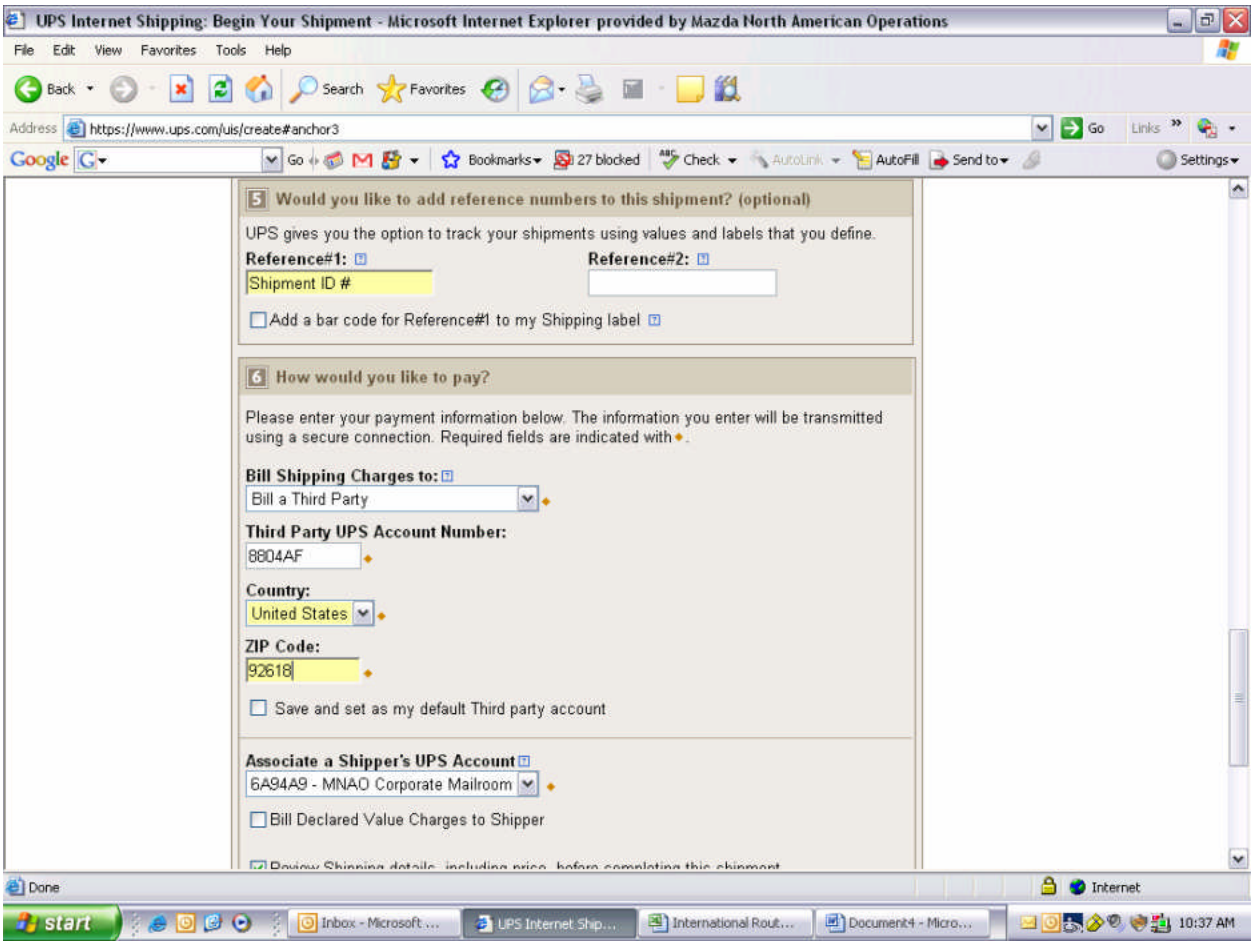
For each package, enter

- Number of Packages = 1
- Packaging Type = My Packaging
- Weight
- Dimensions

Do not enter a Package Declared Value

4. <u>How would you like to ship?</u> Enter **UPS Ground Service** – <u>*always*</u>.

Recommended: Send Email Notification box for delivery confirmation. An email will be sent to your email address (as set up within the UPS website for your account).

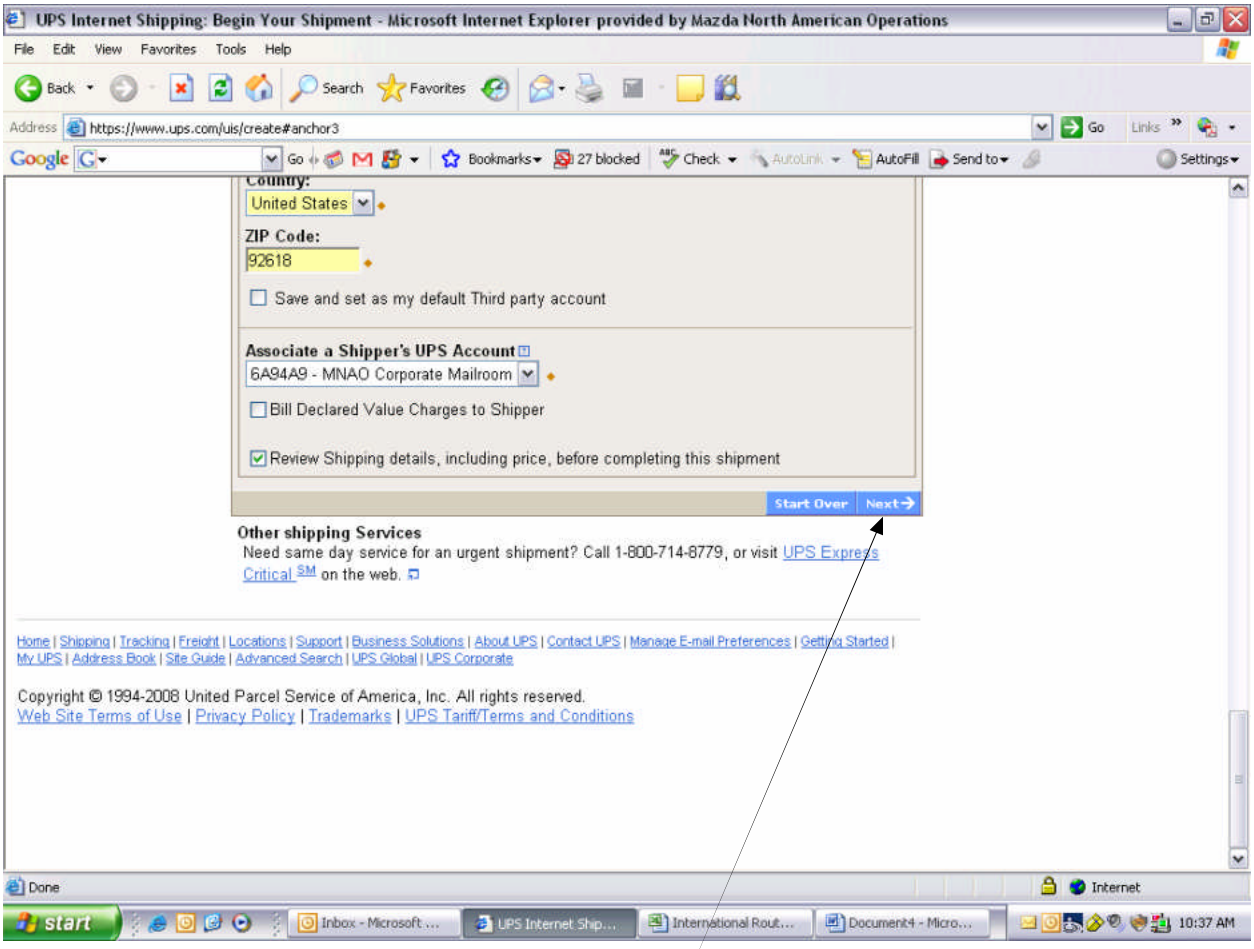

UPS Internet Shipping: Begin Your Shipment - Microsoft Internet Explorer provided by Mazda North American Operations
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.ups.com/uis/create#anchor3
Go Links
Google Go Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings
5 Would you like to add reference numbers to this shipment? (optional)
UPS gives you the option to track your shipments using values and labels that you define.
Reference#1:
Shipment ID #
Reference#2:
Add a bar code for Reference#1 to my Shipping label
6 How would you like to pay?
Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with *.
Bill Shipping Charges to:
Bill a Third Party
Third Party UPS Account Number:
880 4AF
Country:
United States
ZIP Code:
92618
Save and set as my default Third party account
Associate a Shipper's UPS Account
6A94A9 - MNAO Corporate Mailroom
Bill Declared Value Charges to Shipper
Done
Internet
start
Inbox - Microsoft ...
UPS Internet Ship...
International Rout...
Document4 - Micro...
10:37 AM

5. <u>Would you like to add reference numbers using values and labels that you define?</u>

Recommended – Enter in the Shipment ID from CoreBloc.

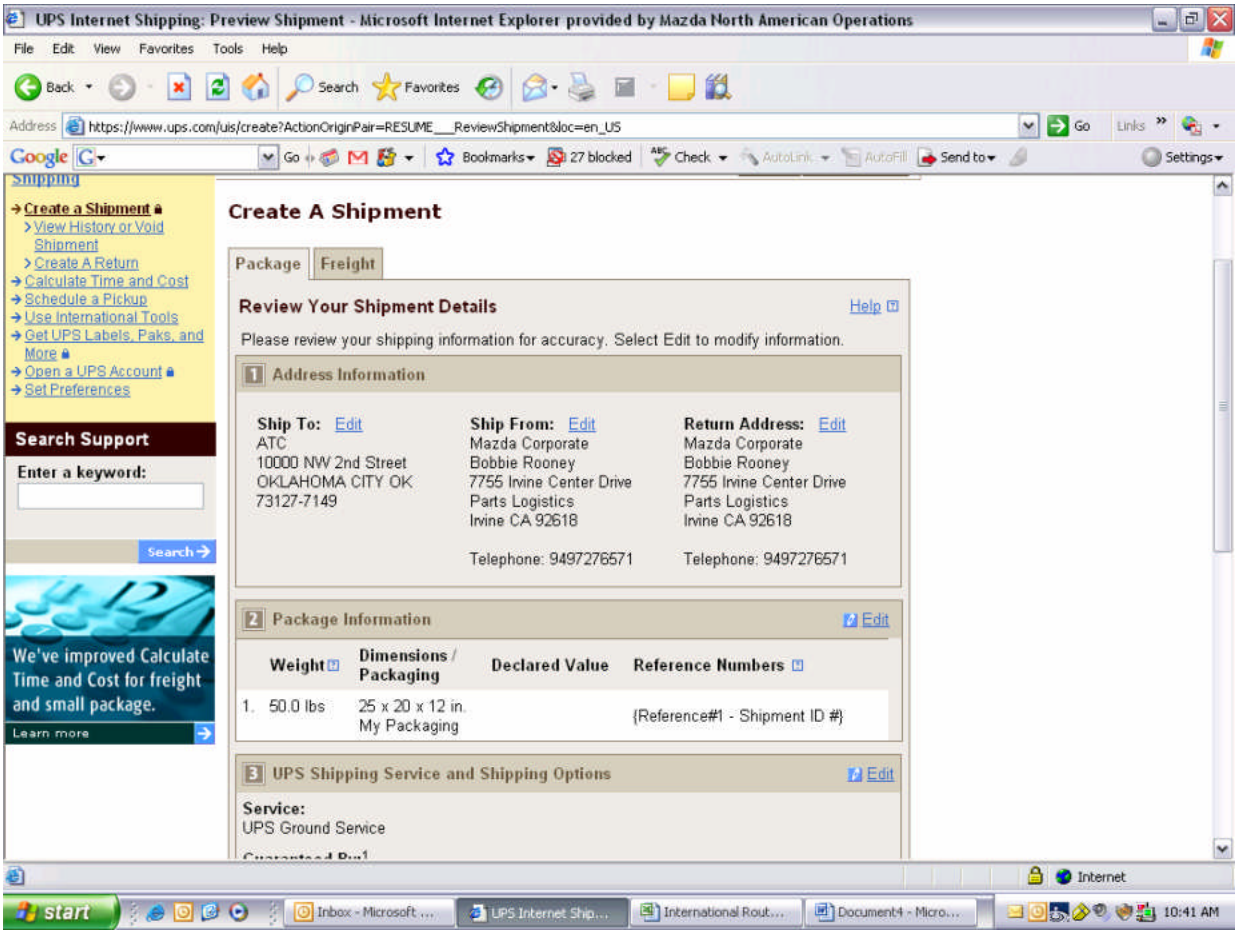
6. <u>How would you like to pay?</u>

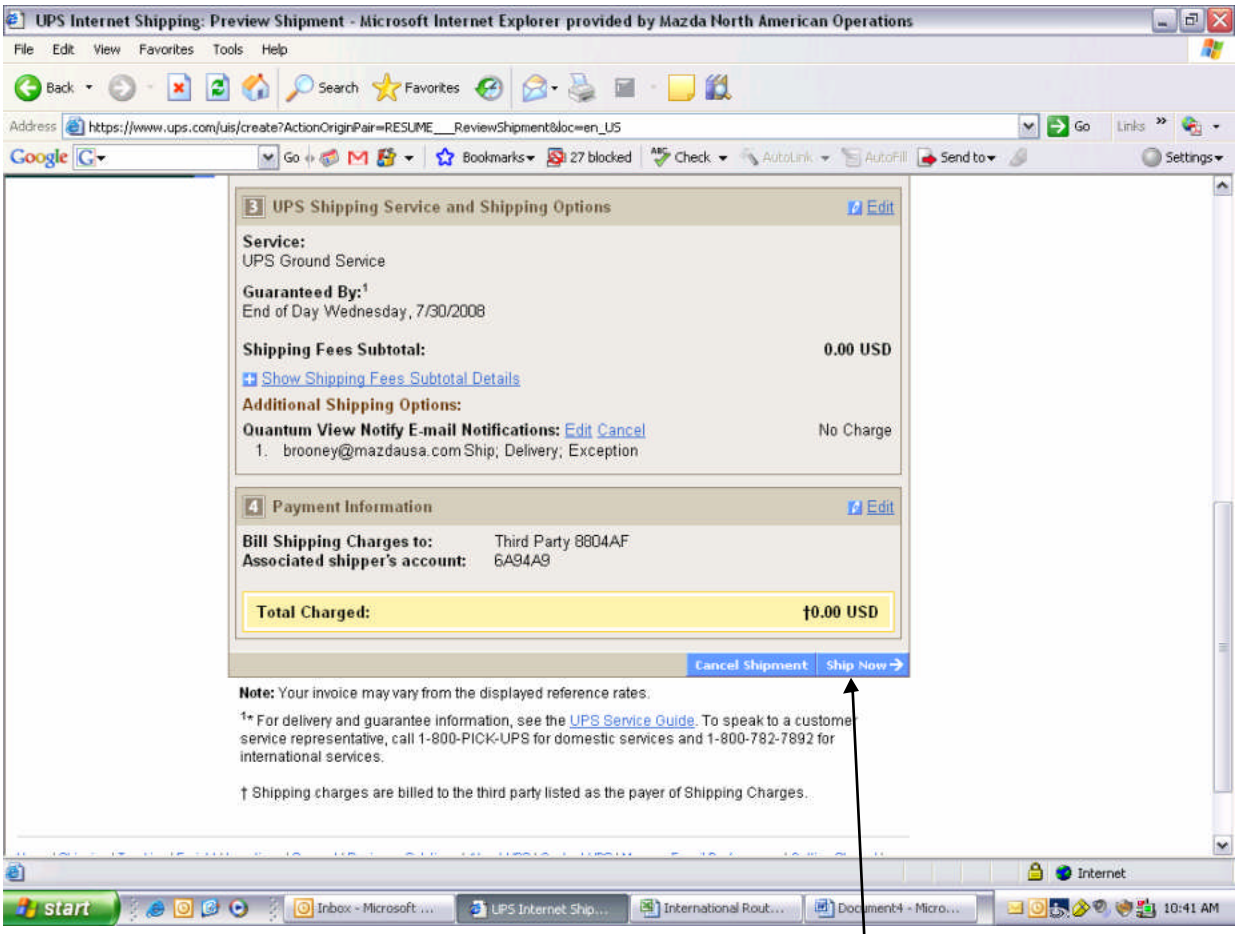
- Click on "Bill a Third Party"
- Third Party UPS Account Number: Enter Mazda's account number: **880 4AF**
- Enter Zip Code: **92618**
- Associate a Shipper's UPS Account -- ??????


UPS Internet Shipping: Begin Your Shipment - Microsoft Internet Explorer provided by Mazda North American Operations
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.ups.com/uis/create#anchor3
Go Links
Google Go Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings
Country:
United States
ZIP Code:
92618
Save and set as my default Third party account
Associate a Shipper's UPS Account
6A94A9 - MNAO Corporate Mailroom
Bill Declared Value Charges to Shipper
Review Shipping details, including price, before completing this shipment
Start Over
Next
Other shipping Services
Need same day service for an urgent shipment? Call 1-800-714-8779, or visit UPS Express Critical SM on the web.
Home | Shipping | Tracking | Freight | Locations | Support | Business Solutions | About UPS | Contact UPS | Manage E-mail Preferences | Getting Started | My UPS | Address Book | Site Guide | Advanced Search | UPS Global | UPS Corporate
Copyright © 1994-2008 United Parcel Service of America, Inc. All rights reserved.
Web Site Terms of Use | Privacy Policy | Trademarks | UPS Tariff/Terms and Conditions
Done
Internet
start
Inbox - Microsoft ...
UPS Internet Ship...
International Rout...
Document4 - Micro...
10:37 AM

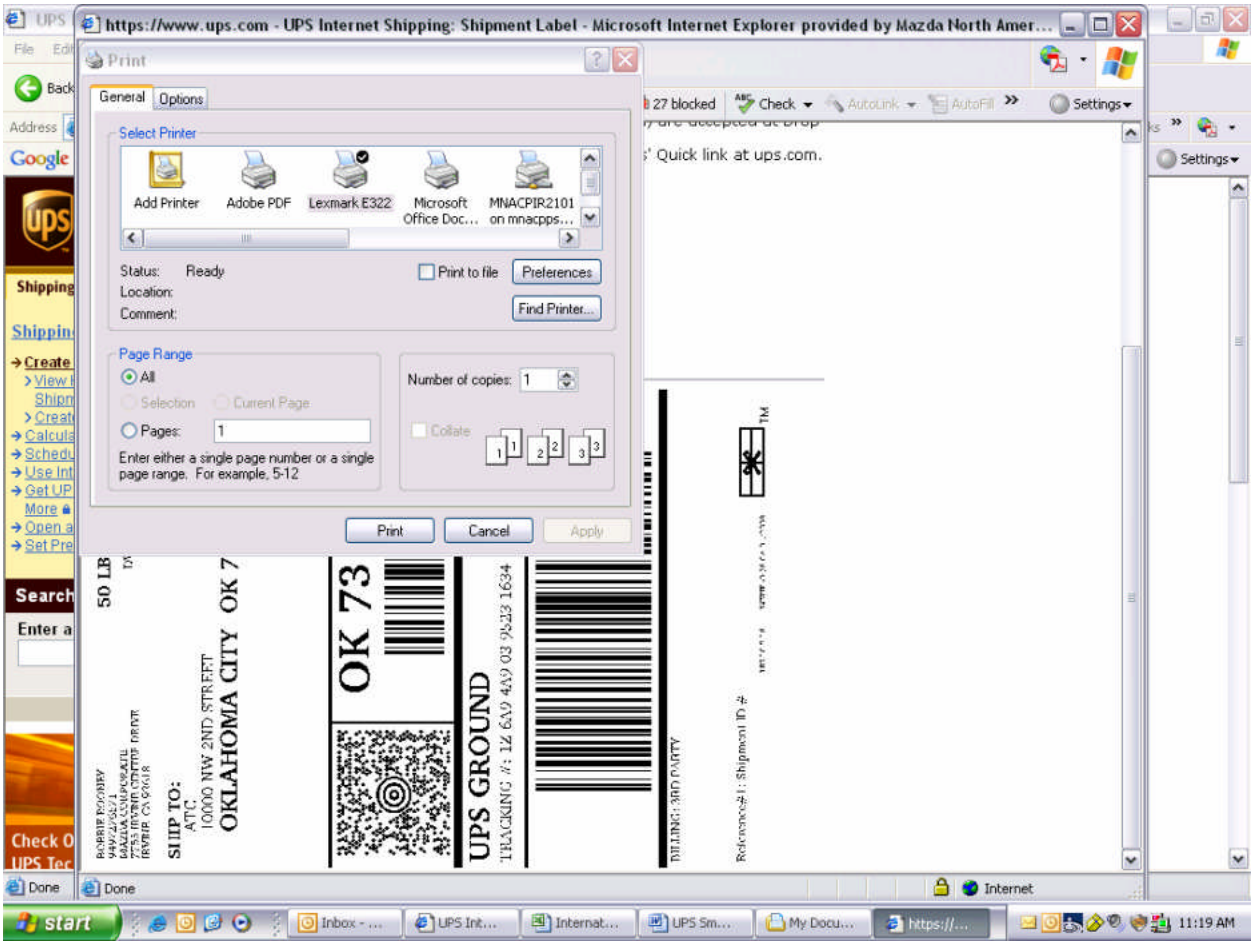
Once all information is complete , click the <Next> button.

Review the shipment information

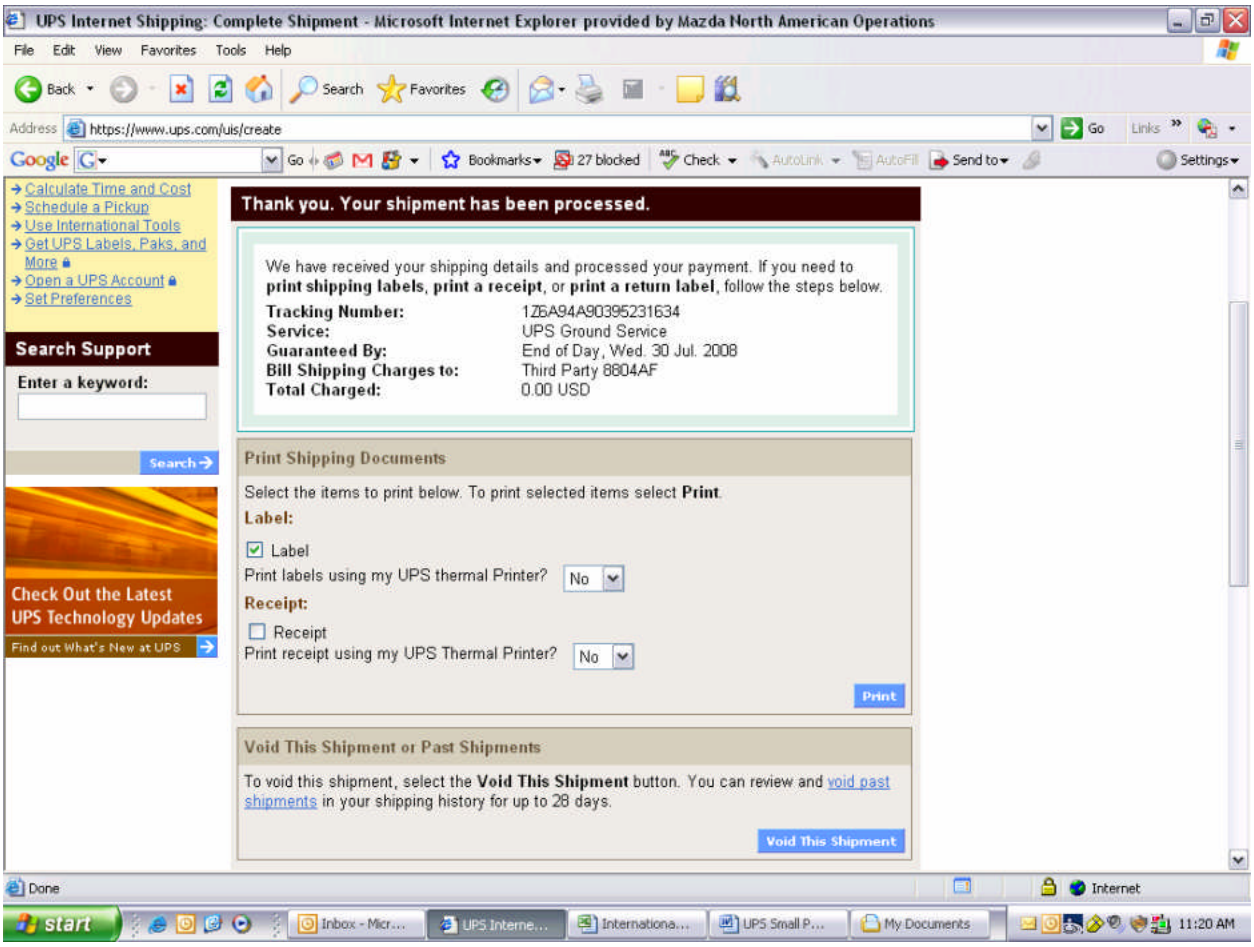



UPS Internet Shipping: Preview Shipment - Microsoft Internet Explorer provided by Mazda North American Operations
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.ups.com/uis/create?ActionOriginPair=RESUME___ReviewShipment&loc=en_US
Go Links
Google Go Bookmarks 27 blocked Check AutoLink AutoFill Send to Settings
3 UPS Shipping Service and Shipping Options Edit
Service:
UPS Ground Service
Guaranteed By:1
End of Day Wednesday, 7/30/2008
Shipping Fees Subtotal: 0.00 USD
Show Shipping Fees Subtotal Details
Additional Shipping Options:
Quantum View Notify E-mail Notifications: Edit Cancel No Charge
1. brooney@mazdausa.com Ship; Delivery; Exception
4 Payment Information Edit
Bill Shipping Charges to: Third Party 8804AF
Associated shipper's account: 6A94A9
Total Charged: †0.00 USD
Cancel Shipment
Ship Now
Note: Your invoice may vary from the displayed reference rates.
1* For delivery and guarantee information, see the UPS Service Guide. To speak to a customer service representative, call 1-800-PICK-UPS for domestic services and 1-800-782-7892 for international services.
† Shipping charges are billed to the third party listed as the payer of Shipping Charges.
Internet
start
Inbox - Microsoft ...
UPS Internet Ship...
International Rout...
Document4 - Micro...
10:41 AM

Once you have confirmed information is correct, click <Ship Now> to ship the shipment.



A new pop up window will display the shipping label. Print the label and attach to the package.


UPS Internet Shipping: Complete Shipment - Microsoft Internet Explorer provided by Mazda North American Operations
File Edit View Favorites Tools Help
Address https://www.ups.com/uis/create
Calculate Time and Cost
Schedule a Pickup
Use International Tools
Get UPS Labels, Paks, and More
Open a UPS Account
Set Preferences
Search Support
Enter a keyword:
Search
Check Out the Latest UPS Technology Updates
Find out What's New at UPS
Thank you. Your shipment has been processed.
We have received your shipping details and processed your payment. If you need to print shipping labels, print a receipt, or print a return label, follow the steps below.
Tracking Number: 1Z6A94A90395231634
Service: UPS Ground Service
Guaranteed By: End of Day, Wed. 30 Jul. 2008
Bill Shipping Charges to: Third Party 8804AF
Total Charged: 0.00 USD
Print Shipping Documents
Select the items to print below. To print selected items select Print.
Label:
Label
Print labels using my UPS thermal Printer? No
Receipt:
Receipt
Print receipt using my UPS Thermal Printer? No
Print
Void This Shipment or Past Shipments
To void this shipment, select the Void This Shipment button. You can review and void past shipments in your shipping history for up to 28 days.
Void This Shipment
Done
Internet
start
11:20 AM

After printing, you have the option to reprint, view or void the package.

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SECTION VII: APPENDIX C Sample Documents

STRAIGHT BILL OF LADING - SHORT TERM - ORIGINAL - NON NEGOTIABLE

1

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

The property described below, in apparent good order, except as noted (contents and condition of packages unknown) marked, consigned and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

REFERENCE NUMBER

BOL # 00000120
Shipment # 157

mazda

Subject to Section 7 of conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

FROM NORTH POINT MAZDA
AT 6030 LANDERS ROAD
SHERWOOD
AR
72117

August 28, 20 08

(Signature of Consignor)

If charges are to be prepaid, write or stamp here "To be Prepaid".

NAME OF CARRIER AAA COOPER

CONSIGNEE FOR:

MAZDA NORTH AMERICAN OPERATIONS
C/O AUTOCRAFT MATERIAL RECOVERY
10000 NW 2ND STREET
OKLAHOMA CITY, OK 73137-1800

MAIL PREPAID FREIGHT BILL AND COPY OF BILL OF LADING TO:

MAZDA NORTH AMERICAN OPERATIONS
C/O NATIONAL TRAFFIC CONSULTANTS
P.O. BOX 4367
LOS ANGELES, CA 90078

Received $_____ to apply in prepayment of the charges on the property described hereon.

Agent or Cashier

Per_____
(The signature here acknowledges only the amount prepaid.)

Charges Advanced

$_____

C.O.D. SHIPMENT

C.O.D. Amt.

Collection Fee

Total Charges

Package Type	DESCRIPTION	No. Pieces	Weight (Subject to Corr.)	Class or Rate	Check Col.
Pallet	Engines	1	250 lbs.	85	
	*** PREPAID 3RD PARTY ***				

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight"
NOTE - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property.

Shipper's imprint in lieu of stamp; not a part of bill of lading approved by the Interstate Commerce Commission.

TOTAL PALLETS	TOTAL PIECES	TOTAL WEIGHT
1	1	250 lbs

Shipper, Per _____
Agent Per _____
Per _____

03.01.00.05 *(Retention: 3 years)*

Piston Engine Core Return Instructions
Excludes rotary engines
Excludes rotary engines purchased from FCSD

The following instructions pertain to the return and handling of piston engine cores being returned to Mazda FOR CORE CREDIT. Dealerships are requested to install the new or reman unit in the customer's vehicle and return the engine core to Mazda (Autocraft Material Recovery). Dealerships will receive a core credit once part is received.

The following is a list of things to do:
Engine Specific

- Drain all fluids from the engine core including all oil and coolant. This is an environmental EPA/DOT requirement related to shipping. Expenses resulting from violation of EPA regulations may exceed full core value.
- Remove engine lift eyes from the new engine and attach them to the engine core.
- The shipping container must be reused to return the engine core. Package the engine core on or in its original shipping container. Make sure the core is attached securely as this is a safety concern.
- Insert completed Core Identification Form (Request to Return Form). This form is needed to ID dealer name, dealer number and the part number to provide core credit.
- Create a container notice to Autocraft Material Recovery through the eMDCS system. (Not applicable to MCI)
- Notify your Mazda approved carrier of "Ready to Ship" & ship engine core to Autocraft Material Recovery. (MCI return to PDC-Mississauga)

Documentation listed above must be included or credit will be withheld!

mazda

Core Identification Form

Used For:
Automatic Transmission
Rotary Engines
Piston Engines

IMPORTANT:
THIS FORM MUST BE FILLED OUT AND RETURNED WITH THE CORE TO RECEIVE CORE CREDIT.

ASSEMBLY PART # INSTALLED: 1F20-02-000R-00

COPY FOR YOUR RECORDS

DATA MUST BE COMPLETE

TYPE OF REPAIR
CHECK APPROPRIATE BOX: ☐ RETAIL
☐ WARRANTY

DEALER CODE: 34554

DEALER NAME: NORTH POINT MAZDA

VEHICLE IDENTIFICATION NUMBER:

V	I	N	1	2	3	A	B	C	4	5	6	D	E	F	7	8

REPAIR DATE: _____

MILEAGE: _____

WARRANTY CLAIM #: _____

IF MANUFACTURER PAID, YOU MUST ATTACH TRANSMISSION/ENGINE DIAGNOSIS SHEET TO CORE TAG COPY TO RECEIVE CORE CREDIT.

DATE CORE SHIPPED BACK: _____

DATE CORE RECEIVED: _____

CORE RETURN SHIPMENT #: 157

CORE TAG ID #: _____

SERIAL NUMBER: _____

REPAIR ORDER #: _____

MNAO 04/08